



# Bealings Primary School

GDPR Privacy Notice to Staff  
November 2021

## Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Bealings School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tracey Riches (see 'Contact us' below).

### The personal data we hold

The categories of the information that we may collect, process, hold and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, date of birth, address, and home contact details including email and telephone, marital status)
- Special categories of data including characteristics information such as gender, ethnic group, religious beliefs
- Contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information)
- Bank details and national insurance number
- Employment information including start and end dates, references
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant subjects taught)
- Relevant health and medical information including disability
- Next of kin and emergency contacts
- Criminal record and DBS information
- Details of any disciplinary or grievance procedures in which you have been involved (including and warnings issued)
- Assessments of your performance information including appraisals, professional development reviews

The school may collect this information in a variety of ways for example data might be collected through application forms or CV's, obtained from your passport or other identifying documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments. In some cases the school may collect personal data about you from third parties such as references supplied by former employers, information from employment background checks and criminal record checks permitted by law.



## **Why we use this data**

We use your data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

## **The lawful basis on which we process this information**

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where we need to:

- The performance of a contract or to enter into a contract
- Compliance with a legal obligation
- The legitimate interests of the school
- To carry out obligations or exercise rights under employment law
- The individual who the data is about has given personal consent
- To protect an individual's vital interests (this applies only in cases of life or death)
- Administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where:

- Health/medical safeguards
- Monitoring equal opportunities and the rights of individuals

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## **When should this information be provided**

We expect to be in receipt of your data before your contract begins. If you do not provide data relevant to statutory or contractual obligations and we cannot fulfil your contract you may not be able to take up your role.

## **Storing this information**

We hold your data for the length of time you work at our school. We may also keep it beyond if this is necessary to comply with our legal obligations.



### **Who we share this information with**

We routinely share this information with the following third parties. This data is shared via SIMS and the DfE's secure website:

- our local authority
- the Department for Education (DfE)
- we do not transfer our data outside of the European Economic Area (EEA)

### **Local Authority**

We are required to share information about you with our Local Authority (LA) under section 5 of the Education (Supply of information about the School Workforce) (England) Regulations 2007 and amendments.

### **Requesting Access to your personal data**

Individuals have a right to make a 'subject access request' to request a copy of the personal information that we hold about them. To help individuals exercise this right we provide a form on our website. Hard copies of the form can be requested from the school reception. We ask that SARs are made using the form so that we can ensure that we provide the information requested however subject access requests can also be made verbally or by letter or email.

You also have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.



Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you would like to discuss anything in this privacy notice, please contact:

Data Controller: Bealings School, Sandy Lane, Little Bealings, Woodbridge, IP13 6LW  
Tel: 01473 622376, Email: [admin@bealings.suffolk.sch.uk](mailto:admin@bealings.suffolk.sch.uk)

Data Protection Officer: Tracey Riches  
Tel: 07961856389

Email: [tracey.riches@clear7.co.uk](mailto:tracey.riches@clear7.co.uk)