Rose Green Infant School
Privacy Notice

The School Workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) became applicable and the Data Protection Act (DPA) was updated by a new Act, giving effect to its provisions.

Data Controller

Rose Green Infant School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7106926).

The Data Protection Officer (DPO) for the School is Mrs Denise Jenner.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

We process personal data because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

How we use staff information

We process personal data relating to those we employ to work at, or otherwise engage to work at our school.

This is for employment purposes, to assist in the running of the school and/or to enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- protecting vulnerable individuals;
- the prevention and detection of crime

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications, information relevant to the School Work Force Census and absence information.

We will not give information about you to anyone outside the school without your consent, unless the law allows us to.

We are required by law to pass on some of this data to:

- the Local Authority (LA)
- the Department for Education (DfE)

If you require more information about how the local authority and/or DfE store and use your personal data please visit:

- https://www.westsussex.gov.uk/privacy-policy/
- https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

Retention Periods

Personal data will not be retained by the school for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

https://irms.site-ym.com/page/SchoolsToolkit

All data collected will be processed in accordance with the GDPR data protection principles and the Protection of Freedoms Act 2012.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO.

Withdrawal of Consent

The lawful basis upon which the school process personal data is that it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

Where the school process personal date solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

This privacy notice was reviewed and updated: May 2020
Reviewed: May 2021
Date of next review: May 2022