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**General Data Protection Regulations**

**Privacy Notice for Staff**

**Introduction**

Under the General Data Protection Regulation (GDPR) that comes into effect on 25th May we need to seek informed consent from all members of staff in regards to the data that we collect and how that data will be shared and used.

This privacy notice sets out which organisations we share data with, why we share data, how organisations process your data and your rights to see what data is held.

**The school workforce**

**Who processes your information?**

The schoolis the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to you is to be processed, they are also responsible for ensuring its security, this is done through password protection and encryption. A representative of the school, Mrs Nicki Battensby, can be contacted on 0191 2005438 or [nicola.battensby@northtyneside.gov.uk](mailto:nicola.battensby@northtyneside.gov.uk)

John Croft is the Data Protection Officer. Their role is to oversee and monitor the school’s data processing practices. This individual can be contacted on 0191 200 5438 or [john.croft2@northtyneside.gov.uk](mailto:john.croft2@northtyneside.gov.uk)

Where necessary, third parties may be responsible for processing staff members’ personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members’ privacy rights.

**Why do we need your information?**

Sir James Knott Nursery School has the legal right to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

* School Staffing (England) Regulations 2009 (as amended)
* Safeguarding Vulnerable Groups Act 2006
* The Childcare (Disqualification) Regulations 2009

Staff members’ personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

* Non-payment of salary or other benefits e.g. sickness pay, maternity/adoption/paternity leave
* Incorrect calculation of tax liabilities
* Delays in payment of occupational pensions
* Suspension or termination of employment contract if an employee is unable to prove they have a right to work in the UK. Employees found to be working illegally could face prosecution by Law Enforcement Officers
* Delays in notification of school closure in an emergency
* Delays to medical treatment in an emergency.

**For which purposes are your personal data processed?**

In accordance with the above, staff members’ personal data is used for the following reasons:

* To process tax and salary information
* To confirm an individual’s right to work in the UK
* To confirm an individual’s right to work in an education setting
* To enable the payment of occupational pensions
* To contact next of kin in case of emergency
* To contact the individual in case of emergency school closure
* To monitor sickness absence and implications for salary and staff well-being
* To ensure maternity/paternity/adoption leave is properly processed.

**Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

* Names
* Address and contact details (including next of kin)
* National insurance number
* Title and status
* Characteristics such as ethnic group
* Employment contracts including hours, pattern start dates and continuous service date if applicable
* Remuneration details
* Qualifications
* Absence information
* DBS details.

Our lawful basis for processing special data is based in consent,the individual will have given clear consent for you to process their personal data for a specific purpose.

The collection of personal information will benefit both the DfE and LA by:

* Improving the management of workforce data across the sector
* Enabling the 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.

**Will your personal data be sought from third parties?**

Staff members’ personal data is only sought from the data subject. No third parties will be contacted to obtain staff members’ personal data without the data subject’s consent.

However; Staff members’ personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

* Medical information (sought with consent) in support of claims for absence protection insurance
* Confirmation of employment dates
* Tax information
* Sickness information should employee be unable to share this data e.g. sick note e.g. number of days absence; but not the reasons

Where data is obtained from third parties, the personal data originates from the following sources:

* GP/Hospital
* Local Government
* HMRC
* Family, relative, next of kin

None of these are considered publicly accessible sources and the employee will be aware of the information being obtained and from whom.

**How is your information shared?**

Sir James Knott Nursery School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

* Personal details
* Address
* Ethnicity
* First Language
* Contract information e.g. start and leaving dates, terms of employment and pay scale
* Absences
* ID documents to verify right to work in the UK and identity
* Reference details
* Training
* Qualifications

Whilst we do not intentionally share data outside of the EU, we do use other companies to support e.g. Tapestry and Parentpay with whom the school places data protection requirements on third party processors to ensure data is processed in line individuals privacy rights

**How long is your data retained for?**

Staff members’ personal data is retained in line with Sir James Knott Nursery School’s **Records Management/ Retention Policy**.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please refer to our **Records Management/ Retention Policy**.

**What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

* Request access to the personal data that Sir James Knott Nursery School holds.
* Request that your personal data is amended.
* Request that your personal data is erased.
* Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. This can be done by emailing [nicola.battensby@northtyneside.gov.uk](mailto:nicola.battensby@northtyneside.gov.uk) or in writing to the school postal address, Sir James Knott School, River View, Tynemouth, NE30 4AG.

Staff members also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) in relation to how Sir James Knott Nursery School processes their personal data. Contact telephone number is 0303 123 1113 or in writing to; Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.sirjamesknottschool.co.uk the Gov.UK [website](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data), or refer to our **GDPR Data Protection Policy** and **Records Management/ Retention Policy.**

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**Return to Data Controller**

**Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ declare that I understand:

* Sir James Knott Nursery School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
* There may be significant consequences if I fail to provide the personal data Sir James Knott Nursery School requires.
* Sir James Knott Nursery School may share my data with the DfE, and subsequently the LA.
* Sir James Knott Nursery School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
* The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
* My data is retained in line with Sir James Knott Nursery School’s **Records Management/ Retention Policy**.
* My rights to the processing of my personal data.

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| **Name of staff member:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature of staff member:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |