



1. Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how Jessie Younghusband School uses any personal data that is held about them. We comply with this right by providing **Privacy Notices** to individuals where we are processing their personal data.

2. Document purpose

- 2.1 The purpose of this Privacy Notice is to explain how we, Jessie Younghusband School, collect, store and use personal data about our staff.

3. Data controller

- 3.1 Jessie Younghusband School is the **Data Controller** for the purposes of data protection law and therefore will determine the purposes for which personal data is processed (the 'why' and the 'how').

- 3.2 The postal address of the school is:

Jessie Younghusband School
Woodlands Lane
Chichester
PO19 5PA

- 3.3 The **Data Protection Officer** for the school is the Business Manager, Charlotte Elkington, and her contact details can be found at Section 15.

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

4. The categories of personal data we hold on our staff

- 4.1 We process data about the staff who work at our school. Personal data that we may collect, use, store and share (when appropriate) about staff includes, but is not restricted to:
- **Personal information**, including name, employee or teacher number, contact details, date of birth, marital status, next of kin and emergency contact numbers;
 - **Contract information**, such as start dates, hours worked, post, roles, salary information, annual leave, and pension and benefits information;
 - **Financial information**, such as bank account details, payroll records, National Insurance number and tax status information;
 - **Recruitment information**, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process;
 - **Qualifications and employment records**, including work history, job titles, working hours, training records and professional memberships;

- **Performance information**, such as capability and outcomes of any disciplinary and/or grievance matters;
- **Work absence data**, such as number of absences and reasons;
- **Census** information relevant to the School Work Force Census;
- **Other**, including copy of driving licence, photographs.

4.2 We may also collect, store and use information about you that falls into Special Categories of more sensitive personal data, as defined by the General Data Protection Regulation (GDPR). This includes information about:

- Race, ethnicity, religious beliefs;
- Sexual orientation and political opinions;
- Trade union membership.
- Health, including any medical conditions, and sickness records.

5. Why we use this data

5.1 The purpose of processing this data is:

- enable individuals to be paid;
- facilitate safe recruitment, as part of our safeguarding obligations towards students;
- support effective performance management;
- inform our recruitment and retention policies;
- allow better financial modelling and planning;
- enable ethnicity and disability monitoring;
- improve the management of workforce data across the sector;
- support the work of the School Teachers' Review Body.

6. Our lawful basis for using this data

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

- fulfil a contract the school has entered into with you;
- comply with a legal obligation in the field of employment, social security and social protection law;
- carry out a task in the public interest, such as the delivery of education or in the area of public health.

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

- you have given us consent to use it in a certain way;
- we need to protect your vital interests (or someone else's interests);
- it is required for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.

6.3 Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear to you when requesting your consent and explain how you go about withdrawing consent if you wish to do so. More detail is contained in the school's Data Protection Policy.

6.4 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.

7. Collecting this information

- 7.1 We collect personal information about staff from different sources and at different times, for example during the application and recruitment process prior to joining the school.
- 7.2 Whilst most of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

8. How we store this data

- 8.1 The school creates and maintains an employment file for each staff member. The information contained in this file is kept secure while you are working at Jessie Younghusband School. We will also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations.
- 8.2 Personal data will not, however, be retained by the school for longer than necessary in relation to the purposes for which it was collected. Any personal data will be held in accordance with the 'Information and Records Management Society Tool Kit for Schools'.

9. Data sharing

- 9.1 We do not share personal information about you with any third party without your consent unless the law and our policies allow us to do so.
- 9.2 Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
- **The Local Authority** - to meet our legal obligations to share certain information about our workforce members, such as safeguarding concerns;
 - **The Department for Education (DfE)** - to meet our legal obligations. This data sharing underpins workforce policy monitoring, evaluation, links to school funding / expenditure and the assessment of education attainment;
 - **Your family or representatives** - in case of emergencies such as a health matter;
 - **Educators** - necessary for the performance of our education function;
 - **Our regulator, Ofsted** - to enable it to evaluate the education we provide in the public interest;
 - **Suppliers and service providers** to enable them to provide the service we have contracted them for, such as our payroll provider;
 - **Disclosure and Barring Service** - for the purpose of carrying out checks on your suitability for work with children;
 - **HMRC** - to provide identity and pay information with regards your legal obligation to pay income tax and make national insurance contributions;
 - **Pension provider** - in order to make sure that you pay the correct amount and maintain your entitlement to pension upon retirement. For teachers the scheme is Teachers' Pension Scheme (TPS), for support staff the scheme is Local Government Pension Scheme (LGPS);
 - **Health and social welfare organisations** - to enable us to comply with our duty of care and statutory safeguarding duties;
 - **Police forces, courts, tribunals** - in order to uphold law and order.

10. Data Sharing by the DfE

10.1 The law allows the DfE to share information about school employees with other organisations / third parties which promote the education or wellbeing of children or the effective deployment of school staff in England by:

- conducting research or analysis;
- producing statistics;
- providing information, advice or guidance.

10.2 The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data;
- the purpose for which it is required;
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data.

10.3 To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

10.4 You can contact the DfE online via <https://www.gov.uk/contact-dfe> if you have any questions about the processing of your data.

11. How to find out what personal information the DfE hold on you

11.1 Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

11.2 If you want to see the personal data held about your child by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

12. Requesting access to your personal data

12.1 Staff have a right to make a 'subject access request' to gain access to the personal information that we hold about them.

12.2 If you want to make a request, please contact the school's Data Protection Officer in the first instance (contact details below).

13. Other rights

13.1 Under data protection law, individuals also have other rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress;
- prevent it being used to send direct marketing;
- object to 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;
- a right to seek redress, either through the Information Commissioner's Office (ICO), or through the courts.

13.2 To exercise any of these rights on behalf of your child, please contact the school's Data Protection Officer (contact details below).

14. Complaints

14.1 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 via our Data Protection Officer in the first instance.

14.2 Alternatively, you can make a complaint to the Information Commissioner's Office in one of the following ways:

- 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.

15. Contact details

15.1 If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact Jessie Younghusband's Data Protection Officer: [**dpo@jys.org.uk**](mailto:dpo@jys.org.uk).