



Wharton CE Primary School

Greville Drive, Winsford, Cheshire, CW7 3EP

Staff Privacy Notice

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Staff and Governor Information

Why Do You Need My Information?

As an employee or Governor of the school, we need to process personal data in order to carry out a variety of responsibilities linked to your employment or role. This includes ensuring you are paid and your pension contributions are made, for training and appraisal purposes, for monitoring equal opportunities, for emergency contact information and to assist in the general running of the school.

The School collects and processes personal data about employees and job applicants for the following purposes: -

- To determine recruitment and selection decisions on prospective employees;
- In order to carry out effective performance of the employees contract of employment and to maintain employment records;
- To comply with regulatory requirements and good employment practice;
- To carry out vetting and screening of applicants and current staff in accordance with regulatory and legislative requirements;
- Enable the development of a comprehensive picture of the workforce and how it is deployed and managed;
- To enable management and planning of the workforce, including accounting and auditing;
- Personnel management including retention, sickness and attendance;
- Performance reviews, managing performance and determining performance requirements;
- In order to manage internal policy and procedure;
- Human resources administration including pensions, payroll and benefits;
- To determine qualifications for a particular job or task, including decisions about promotions;
- Evidence for possible disciplinary or grievance processes;
- Complying with legal obligations;
- To monitor and manage staff access to our systems and facilities in order to protect our networks, the personal data of our employees and for the purposes of safeguarding;
- Network and information security, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution;
- Education, training and development activities;
- To monitor compliance with equal opportunities legislation;
- Determinations about continued employment or engagement;
- Arrangements for the termination of the working relationship;
- Dealing with post-termination arrangements;
- Health and safety obligations; and
- Fraud.

What information do we use?

The type of information the school collects, uses and sometimes shares, include:

What do we collect?	What is it?	How do we collect it?
Personal Information	<p>This is information such as :</p> <ul style="list-style-type: none"> • Name, title, addresses, date of birth, marital status, phone numbers and personal email addresses; • Emergency contact information such as names, relationship, phone numbers and email addresses; • Details of any dependants; 	<p>You will generally have provided most of the information on your job application with the school but may have updated and changed information over the years. We regularly ask you to update your information to make sure it is accurate.</p>
Your characteristics	<p>This includes information such as:</p> <ul style="list-style-type: none"> • gender, • age, • nationality • ethnic group • religion. 	<p>Most of this information will have been provided when you join the school.</p>
Your employment details	<p>Obviously we hold information related to your employment at the school. This will include such things as your start date, the hours you work, the post you are employed in, past roles, training information, details of your qualifications, anytime off due to illness and of course salary details.</p> <ul style="list-style-type: none"> • Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, 	<p>This information will be regularly updated over your time with the school and will include information you provided as part of your application process as well as other career development information.</p>

	<p>application form, CV, qualifications;</p> <ul style="list-style-type: none">• Employment contract information such as start dates, hours worked, post, roles;• Education and training details;• Details of salary and benefits including payment details, payroll records, tax status information, national insurance number, pension and benefits information;• Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;• Information in your sickness and absence records such as number of absences and reasons(including sensitive personal information regarding your physical and/or mental health);• Criminal records information as required by law to enable you to work with children;• Your trade union membership;• Information on grievances raised by or involving you;• Information on conduct and/or other disciplinary issues involving you;• Details of your appraisals,	
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	<p>performance reviews and capability issues;</p> <ul style="list-style-type: none"> • Details of your time and attendance records; • Details in references about you that we give to others. 	
Medical information	<p>As well as details of any sickness absence you may have had, you may also have provided us with details of any illness or condition you may have or medication you are required to take.</p>	<p>You have provided this information voluntarily so that we are aware of how we can offer any assistance</p>
Photographs and CCTV	<p>We use your photograph on staff badges and in our employee database. As the school operates CCTV cameras, you will regularly be captured by them during the day and as you move around the school.</p>	<p>CCTV is captured on school property on daily basis.</p> <p>Where photographs of pupils are taken, parents are informed and consent is sought for their use.</p>
Computer use	<p>In order to safeguard the school's IT system from attack or misuse, we automatically monitor such things as websites visited, this means that if there is a problem, we can trace the accessing of inappropriate or infected material back to an individual (for example through a recorded IP address).</p>	<p>Monitoring of access to websites etc is automatic.</p>

Purpose and legal basis for collecting and using this information

The purpose for collecting and using this information is:

Legal Basis	When	What allows us
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Public Task	We are required to collect and provide information relating to the role of our Governors.	Official Authority or Public Task is covered by article 6(1)(e) of the GDPR.
Legal Obligation	For example, we are required to check an employee's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees to take periods of leave to which they are entitled.	Legal obligation is covered by article 6(1)(c) of the GDPR.
Contract	To enter into an employment contract with you and to meet our obligations under your employment contract. For example, we need to process your data to provide an employment contract, to pay you correctly and to administer benefit and pension entitlements.	Contract is covered by article 6(1)(b) of the GDPR.
Legitimate Interest	In other cases, the school has a legitimate interest in processing personal data before, during and after the end of the employment relationship.	Legitimate interest is covered by article 6(1)(f) of the GDPR.
Consent	There will be some cases where you give us permission to use your information and this will only be used under consent . Where we use consent we will ensure it is appropriate and that you have the right to refuse consent or withdraw consent at any time and that any decision you make to consent is a free one.	Consent is covered by article 6(1)(1) of the GDPR.

- We also process data on criminal convictions and offences including information relating to criminal allegations and proceedings through the DBS service to carry out our legal obligations relating to the employment of individuals dealing with vulnerable young people or children. Criminal Data is

processed under Article 10 of the GDPR and, Schedule 1 Pt3 - 29, 33, 36 of the Data Protection Act 2018.

Where the information we process is considered to be 'special category data' such as health data, we do so under one of the conditions of Article 9 of the GDPR. These are:

Article 9 (2)(a) - Where you have given explicit consent for this information to be used.

Article 9 (2)(b) - Where the information is required for us to fulfil our employment obligations

Article 9 (2)(d) - Where it is a legitimate activity, such as providing information to a Trade Union

Article 9 (2)(f) - Where it would be required to establish, exercise or pursue a legal claim

Article 9 (2)(g) - Where we have identified a substantial public interest, such as the safeguarding of children

Article 9 (2)(h) - Where it is required for reasons of occupational health purposes

Who will you share my information with?

We will routinely share workforce information relating to your employment with:

- The Cheshire West and Chester Human Resources team and Transactional Service Centre – Recruitment and Pay and as part of the PRIME Accident Reporting System.
- With third parties in order to:
 - Obtain pre-employment checks such as references from former employers/other organisations;
 - Undertake necessary criminal records checks from the Disclosure and Barring Service (for specifically identified posts);
 - Provide payroll services including information to pension scheme providers (Cheshire Pension Fund);
 - Provide occupational health services (People Asset Management)
 - Provide training (training organisations commissioned by us to provide training);
 - Make employee benefits available to you (benefits providers such as Sodexo and Tusker)
 - Fulfil the school's legal obligations e.g. Police, HRMC, pensions agencies, Student Loans, government agencies, Health and Safety Executive or as instructed by the Court system.

We may disclose your personal information for legitimate purposes to:

- Agencies who perform services on behalf of the school for the purposes stated above;
- Any recipient, if we are required to do so, such as by applicable court order or law;
- Any recipient, with your consent, such as for employment verification or bank loans; or
- Any recipient when reasonably necessary such as in the event of a life-threatening emergency

We regularly share additional information with:

Cheshire West and Chester Council

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to pass information about our child and family social work workforce employees to the Department for Education (DfE) through regulations under [Section 83 of the Children Act 1989](#).

How Long Will You Keep This Data For And Why?

We are required to keep employment details for a specified period and, in line with the school's retention schedule, this is 6 years from the year you cease your employment with us. After this time, information we hold about you will be deleted from systems and paper files securely disposed of.

Your rights

Where we are using your personal data as a result of your contract of employment, you have varying rights depending on the legal basis for how we process your information.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with Martin Bell (DP Lead) or the school's Data Protection Officer schooldpo@cheshirewestandchester.gov.uk.

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