



Penistone Grammar School

**Privacy Notice
for Staff**

Never Stop Flying

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1. What Categories of Information are Processed?

1.1. The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, and contact details
- Characteristics information – e.g. gender, age and ethnicity
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught

This list is not exhaustive any may be subject to change. To access the current list of information the school processes, please refer to the school's Data Asset Register which can be requested via email to enquiries@penistone-gs.uk.

2. Why Do We Collect and Use Your Information?

2.1. We collect and use your information for the following reasons:

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

Under GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- Contract



- Legal obligation
- Vital interests
- Public task
- Legitimate interests
- For the purposes of recruitment, in accordance with the legal basis of legal obligation.

3. How Do We Collect Your Information?

- 3.1. We collect your personal information via the following methods:
- Staff application and contract forms
 - Start of year declarations
 - Change of circumstances forms
- 3.2. Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

4. How Do We Store Your Information?

- 4.1. We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for the purposes directly relevant to the recruitment of the post.
- 4.2. We hold your personal information securely for a set amount of time shown in the School's Records Management Policy. For more information about how we keep your information safe, please see the school's Data & E-Security Breach Prevention & Management Plan.

5. Who Do We Share Your Information With?

- 5.1. We routinely share your information with:
- The Local Authority (LA)
 - The Department for Education (DfE)
 - Westfield Health (Employee Assistance Programme)
 - Frog
 - Cashless Catering providers

6. Why Do We Share Your Information?

- 6.1. We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.
- 6.2. We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- 6.3. We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- 6.4. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

7. How Does the Government Use Your Data?

- 7.1. The workforce information that we lawfully share with the DfE through data collections:
- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school's workforce.
 - Links to school funding and expenditure
 - Supports longer term research and monitoring of educational policy
- 7.2. You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- 7.3. The DfE may share your information with third parties who promote the education of wellbeing of students of the effective deployment of staff by:



- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

7.4. The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

7.5. To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

8. How to find out what personal information the DfE holds about you

- 8.1. Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:
- If it processes your personal data.
 - For a description of the data it holds about you.
 - The reasons it is holding your data and any recipient it may be disclosed to.
 - For a copy of your personal data and any details of its source.
- 8.2. To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:
<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>
- 8.3. You can also contact the DfE directly using its online contact form by following this link:
<https://www.gov.uk/contact-dfe>.

9. What Are Your Rights?

- 9.1. You have specific rights to the processing of your data, these are the right to:
- Request access to the information the school holds about you.
 - Object to the processing of your information that is likely to cause, or is causing, damage or distress.
 - Prevent processing for the purpose of direct marketing.
 - Object to decisions being taken by automated means.
 - In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.
 - Seek compensation, either through the ICO or the courts.
- 9.2. If you want to request access to the personal information we hold about you please contact Miss S Abel, Governance & Compliance Officer, at sabel@penistone-gs.uk.

10. Updating This Privacy Notice

- 10.1. We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.
- 10.2. This privacy notice was last updated in May 2023.

11. How Can You Find Out More Information?

- 11.1. If you would like to discuss anything in this privacy notice, please contact Miss S Abel, Governance & Compliance Officer (sabel@penistone-gs.uk).



- 11.2. If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#), the Gov.uk [website](#), or download our Data Protection Policy and Records Management Policy.

