



## **STAFF PRIVACY POLICY**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Rida Girls' High School are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted at the Madrasah (see 'Contact' below).

### **The personal data we hold**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- 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
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

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

### **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- 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

### **Our lawful basis for using this data**

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 we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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.

### **Collecting this information**

While the majority 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 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.

### **How we store this data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

The [Information and Records Management Society's toolkit for schools](#) sets out how long we keep information about staff.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule

A copy of the retention schedule is available on request by contacting the data protection officer via the address on title page.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- **Our local authority** – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- **The Department for Education (a government department)** – we share data with the Department for Education on a statutory basis. We are required to share information about you with the (DfE) under regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013.
- **Educators and examining bodies** – to deliver and administer pupil's education, record the details of their studies (including placements with external organisations), and determine /confirm their academic achievements (e.g. results, prizes). We need to tell the appropriate teachers if some pupils are allergic to something or might need extra help with some tasks.
- **Our regulator** (the organisation or "watchdog" that supervises us), (e.g. Ofsted)- to monitor the school's performance and to intervene or assist with incidents as appropriate. Ofsted uses information about the progress and performance of pupils to help inspectors evaluate the work of schools, to assist schools in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Ofsted also uses information about the views of children and young people, to inform children's services inspections in local authority areas.
- **Suppliers and service providers** – so that they can provide the services we have contracted them for
- **Financial organisations** – to administer the financial aspects of your relationship with us and any funders.
- **Central and local government** – to give and receive information and references about past, current and prospective pupils, including relating to outstanding fees or payment history, to/from any educational institution that the pupil attended or where it is proposed they attend and to provide reference to potential employers of past students.
- **Health authorities** – We may need to share information about your health and wellbeing with the NHS, Department of Health, the school nurses, immunization team, school GP, Public Health etc... to safeguard and promote pupil health and welfare, prevent the spread of infections, and to protect against life threatening diseases some of which may pose a public health concern. The NHS also use information about pupils for research and statistical purposes, to monitor the performance of local health services and to evaluate and develop them.

**Security organisations** – to operate security (including CCTV) in accordance with the school's CCTV policy; and where otherwise

- reasonably necessary for the school's purposes, including to obtain professional advice and insurance for the school
- **Health and social welfare organisations** – to safeguard student welfare and provide appropriate pastoral (and where necessary, medical) care, and take appropriate action in the event of an emergency, incident or accident, including by disclosing details of their medical condition where it is in their interest to do so: for example, for medical advice, social services, insurance purposes or to organisers of school trips;

- **Professional advisers and consultants** – to assist the school in fulfilling its obligations and to help the school run properly. We might need to share pupil’s information with them if this is relevant to their work.
- **Police forces, courts, tribunals** – to fulfil and monitor our responsibilities under equalities, immigration and public safety legislation. We will need information about any court orders or criminal matters which relate to pupils. This is so that we can safeguard pupil’s welfare and wellbeing and the other pupils at the school. We need to share information with the police or our legal advisers if something goes wrong or help with an enquiry. For example, if a pupil is injured at school or if there is a burglary.

**Professional bodies** – in accordance with Data Protection Law, some of the school’s processing activity is carried out on its behalf by third parties, such as IT systems, web developers and cloud storage. Where possible this is subject to contractual assurances that personal data will be kept securely and only in accordance with the schools’ specific direction.

## Your rights

### How to access personal information we hold about you

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

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 in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

<https://ico.org.uk/concerns/>

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Anis Dadu/ Anisa Patel

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*