



Redbridge Alternative Provision

# Privacy Notice for the School Workforce

Written by

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Due for review on

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## **PRIVACY NOTICE FOR THE SCHOOL WORKFORCE**

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

### **WHO WE ARE**

We are Redbridge Alternative Provision (RAP), Starch House Lane, Ilford, Essex IG6 1PU.

### **COLLECTING AND STORING INFORMATION**

We process personal data relating to pupils, parents/carers, staff, governors of our organisation. We will not give information about our governors to anyone without consent unless the law allows us to do so.

### **STORING PERSONAL DATA**

We will only keep your information for as long as we need it or for as long as the law requires us to. We have a policy which explains how long we keep information, it is called the Records Retention Policy and if you would like to discuss this in greater detail please contact the Federation Business Manager, details at the end of this form.

Any personal data that we are required to keep about staff is securely stored, with limited access for staff. No decisions will be made about you based on this data and you will not suffer any detriment or harm by having it stored in/on our secure systems.

### **WE USE THE 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 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
- Support the work of the School Teachers' Review Body
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### **THE CATEGORIES OF STAFF INFORMATION THAT WE COLLECT, HOLD AND SHARE INCLUDE:**

- Personal information (such as – name, home address and school email address).
- Date of Birth, marital status and gender
- Salary, annual leave, pension and benefits 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
- Personal ID/proof of address
- Personal photograph (for staff identity purposes)
- Bank account details, payroll records, National Insurance number and tax status information

- DBS information
- 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

#### The lawful basis on which we use this information

All data we process is in accordance with the rules as laid down in statute, including the Data Protection Act 2018, the Education Act 1996, the Education and Skills Act 2008 and the Apprenticeship, Skills, Children and Learning Act 2009 and Children Act 2014.

We use personal data about staff to ensure that we fulfil our legal obligation to offer educational opportunities to our pupils, and are able to look after the needs and requirements of everyone in our learning community. We use personal data about our staff to ensure that we can support them in offering teaching and learning and in their personal development.

Where we rely on consent to process personal data about individuals in our school, we ensure that we obtain that consent freely and in a positive manner. Anyone whose personal data is processed on the basis of consent can withdraw that consent easily and quickly. See "Requesting access to personal data & individual rights" listed later in this notice".

Please note that the main reasons for our processing of personal information is due to

1. We need to, to comply with the law.
2. We need to, to carry out a task in the public interest.
3. We need to, protect someone's interests.
4. To communicate with you/parents/carers.

#### Who will see your personal data

We will only share your information with people who have a legal or operational reason to see it. For pupils, this could include anyone directly involved in planning, providing or supporting educational opportunities. For parents/carers, this could include anyone who needs to be involved in conversations about your child's progress at our school.

All staff personnel files are held securely by the Federation Business Manager, and are only available to the Senior Leadership Team.

Personal data about Governors is held by the Clerk to the Governors. It is only available to the Clerk and those involved in the administration to Governors, and is kept in order to ensure that RAP, complies with our legal obligations regarding Governance.

It is necessary in some circumstances, sometimes by the law, that personal information is processed, or used, by a third party to the school. These third parties are:

Supplier Name	Personal or Personal Sensitive
Arbor MIS	PS
Bluesky Education	P
CPOMs	PS
DfE	PS
Egress	

Signin App	P
LGFL	PS
London Borough of Redbridge (Payroll and HR)	PS
Mayflower Online Disclosures (DBS Checks)	PS
Medigold Health	PS
NHS	PS
Public Health England	PS
Renaissance (Accelerated Reader)	P
Sandgate Systems (Every)	PS
Schools Advisory Service (Staff Insurance)	PS
Star Reader	PS
TES Global Ltd (Provision Map and Educare)	P
Wonde	P

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) please see the following web link: - <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### CCTV

Our school uses CCTV cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

### Requesting access to personal data & individual rights

The Data Protection Act 2018 allow parents/carers and pupils the right to access the information that we hold about them. Additionally, the Education Act 1996 allows parent's the right to access most of their child's educational records. To make a request for information; please use the contact details that can be found at the end of this notice.

You also have the right to:

- Object to processing of personal data 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.
- Claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

### Contact

If you would like to discuss anything in this privacy notice or make a request for information, please contact:

**Ros Dennison, Federation Business Manager at RAP**

Please note our Statutory Data Protection Officer details are below:

Data Protection Officer

London Borough of Redbridge

Lynton House, 255-259 High Road, Ilford, IG1 1NY

[dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

**Information Commissioner's Office**

**Wycliffe House**

**Water Lane**

**Wilmslow**

**Cheshire**

**SK9 5AF**

**0303 123 1113**

[www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

Please click on the links below:

[Information requested and gathered by Department Of Education detailing nationality, country of birth and proficiency in English](#)