



Privacy Notice for staff and volunteers

Written May 2018

Rationale

Dussindale Primary is part of the Yare Education Trust. For the purposes of Data Protection legislation, Dussindale Primary School is the Data Controller. This means it is in charge of personal data about you.

If you want to contact us about your personal information you can contact our Data Protection Officer by emailing office@dussindale.norfolk.sch.uk or writing to us at Dussindale Primary School, Vane Close, Thorpe St. Andrew Norwich, NR7 0US.

In this notice 'we' and 'us' means Dussindale Primary School. 'Staff' and 'you' includes job applicants and former staff. 'Volunteers' means governors, and others not in paid employed but acting in a formal or semi-formal capacity.

Purpose

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our School. This is for employment purposes to assist in the running of the School, for example to enable individuals to be paid.

We process personal data relating to volunteers. This is to ensure we meet our legal obligations, such as the safeguarding of children.

Staff personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us), and criminal records history.

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Volunteer personal data includes names and contact details, business and other personal interests, and criminal records history.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of staff employment contracts
- The processing is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard pupils



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- The processing is necessary to protect the vital interests of others, eg. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the School to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required by law to pass on some of the personal data which we collect to:

- HM Revenues & Customs
- the Yare Education Trust
- the Local Education Authority (LA)
- the Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE store and use your personal data please visit:

- <http://www.norfolk.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about staff and volunteers to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about staff including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about staff including career progression, training, and other needs to HR providers for the purposes of HR management.

We share staff identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where staff have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share details with the provider to the extent necessary for them to provide the vouchers.



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We share staff details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of an employment contract
- The disclosure is necessary for the performance of a legal obligation to which the School and Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, eg. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

Your rights

You have a number of rights relating to the information we hold about you:

- You can ask us for a copy of the information we have about you
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please email office@dussindale.norfolk.sch.uk to contact the Data Protection Officer.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.



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