

# Warden Hill Junior School



## PRIVACY NOTICE

**Staff Responsible:** Business Manager  
**Governors Committee:** FGB  
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## How we use Staff, Volunteer's and Contractor's Information

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 **Staff, Volunteers, and Contractors.**

We, Warden Hill Junior School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is provided by Data Privacy Simplified Ltd who can be contacted at [Schools.network@dataprivacysimplified.co.uk](mailto:Schools.network@dataprivacysimplified.co.uk)

### The categories of information that we collect, hold and share include:

- Personal information (such as name, date of birth, and address)
- Characteristics (such as ethnicity, language, nationality)
- Employment Records
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Registration and Continuous Professional Development
- Safeguarding information
- Relevant medical information including information on disabilities and physical and mental health
- Covid information
- Details of any Occupational Health support received, including care packages, plans and support providers
- Photographs and video

We may also hold data about Staff, Volunteers, and contractors that we have received from other organisations, including other schools, local authorities and the Department for Education.

### Why we collect and use this information

We use data collected:

- To meet employment contracts
- To meet statutory employment regulations including but not limited to; Health and Safety at Work, Tax obligations, Safer Recruitment, and to provide appropriate pastoral or occupational health care
- to protect pupil welfare
- to assess the quality of our services
- to meet our obligations under the Equality Act 2010

- to comply with safeguarding obligations
- to comply with the law regarding data sharing
- to comply with the law regarding health and safety
- to share data for statutory inspections and audit purposes
- to protect public health
- to comply with other legal duties

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

We only collect and use personal data when the law allows us to. We are required to share information with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013. Most commonly, we process data where:

- We need to comply with a legal obligation
- We need it to meet the terms of your employment contract

We may also process personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use people's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this Information**

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this Data**

We keep personal information about staff prior to, during, and after active employment. Our record retention schedule is available on our website.

### **Why we share information**

We do not share information about Staff, Volunteers, or Contractors with any third party without their consent or prior knowledge, unless the law and our policies allow us to do so.

## Who we share information with

We share information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Our regulator - Ofsted
- Suppliers and service providers – where necessary to enable them to provide the service we have contracted them for
- Health and social welfare organisations
- Professional advisers and consultants, e.g. local authority educational adviser, SEND specialist teaching team etc
- Other schools, for example to facilitate the transition of pupils from one school to another, or staff from other schools moderating the work of our own staff and sharing best practice
- TFU – e.g. registers, injuries sustained during the school day
- After-School clubs
- Police forces, courts, tribunals
- online education providers
- support staff
- NHS
- Public Health England

## 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) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Transferring Data Internationally

We do not currently process any Staff, Volunteer, or contractor data outside the EU.

If, in future, this is considered, we will only do so in accordance with data protection law.

## Requesting access to your personal data

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 we will respond within one month of receiving the request. Complex cases may take longer.

Under data protection legislation, you also have the right to:

- object to processing of personal data under ‘public task’ 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; and
- 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 the Headteacher 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:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact

If you would like to discuss anything in this privacy notice, please contact the School Administrator, **Mrs Jan Thompson on: 01582 591386 or at [finance@wardenhilljuniors.co.uk](mailto:finance@wardenhilljuniors.co.uk)**

The school’s Data Protection Officer is supplied by Data Privacy Simplified Ltd, who can be contacted at [schools.network@dataprivacysimplified.co.uk](mailto:schools.network@dataprivacysimplified.co.uk)

## **APPENDIX 1**

### **PRIVACY NOTICE**

Warden Hill Junior School is committed to protecting your privacy when you give us your personal data, this notice complies with the Data Protection Act 2018 and the UKGDPR. We have a Data Protection Officer who makes sure we respect your rights and follow the law.

If you have any concerns or questions about how we look after your personal information, please contact the Warden Hill Junior School Office Manager. If you want more information about how we keep your data safe please see our main Privacy Statement on our website.

Data Controller	Warden Hill Junior School
Data Protection Officer	Data Privacy Simplified.co.uk <a href="mailto:Schools.network@dataprivacysimplified.co.uk">Schools.network@dataprivacysimplified.co.uk</a>
Personal Data	<ul style="list-style-type: none"><li>• Personal information (such as name, date of birth, and address)</li><li>• Characteristics (such as ethnicity, language, nationality)</li><li>• Employment Records</li><li>• Attendance information (such as sessions attended, number of absences and absence reasons)</li><li>• Registration and Continuous Professional Development</li><li>• Safeguarding information</li><li>• Relevant medical information including information on disabilities and physical and mental health</li><li>• Covid information</li><li>• Details of any Occupational Health support received, including care packages, plans and support providers</li><li>• Photographs and video.</li></ul>
Purpose for using it	<ul style="list-style-type: none"><li>• To meet employment contracts</li><li>• To meet statutory employment regulations including but not limited to; Health and Safety at Work, Tax obligations, Safer Recruitment, and to provide appropriate pastoral or occupational health care</li><li>• to protect pupil welfare</li><li>• to assess the quality of our services</li><li>• to meet our obligations under the Equality Act 2010</li><li>• to comply with safeguarding obligations</li><li>• to comply with the law regarding data sharing</li><li>• to comply with the law regarding health and safety</li><li>• to share data for statutory inspections and audit purposes</li><li>• to protect public health</li><li>• to comply with other legal duties</li></ul>

Lawful basis	To carry out the performance of a public task and delivery of employment contracts.
Who we share it with	<ul style="list-style-type: none"> <li>• Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns</li> <li>• The Department for Education</li> <li>• Educators and examining bodies</li> <li>• Our regulator - Ofsted</li> <li>• Suppliers and service providers – where necessary to enable them to provide the service we have contracted them for</li> <li>• Health and social welfare organisations</li> <li>• Professional advisers and consultants, e.g. local authority educational adviser, SEND specialist teaching team etc</li> <li>• Other schools, for example to facilitate the transition of pupils from one school to another, or staff from other schools moderating the work of our own staff and sharing best practice</li> <li>• TFU – e.g. registers, injuries sustained during the school day</li> <li>• After-School clubs</li> <li>• Police forces, courts, tribunals</li> <li>• online education providers</li> <li>• support staff</li> <li>• NHS</li> <li>• Public Health England</li> <li>•</li> </ul>
Why we share it with them	See Purposes above.
Any automated decision making	None
Transfer of data to a non-EU country	None
How long we keep it for	We have a data retention policy that determines how long we keep data. All data is securely disposed once it passes this date.
Exercising your rights	<p>You have the right to be informed about the information we collect and process.</p> <p>You can ask to see a copy of the information held about you by the School.</p> <p>You have the right to ask us to amend or delete your data as well as transfer it or limit its use. You also have the right to request a review of an automated decision where you think this is wrong.</p> <p>These are not absolute rights but in all circumstances we will explain our decision making in writing to you.</p>