



Pencoed Comprehensive School and Penybont 6th Form College

Privacy Notice for the School Workforce

This privacy notice explains why we need school workforce information and what we do with it.

The school workforce encompasses those employed to teach, or otherwise engaged to work, at a school.

There are separate Privacy Notices for Parents, Carers and Pupils of the school.

A new law

There are rules on how to keep information safe and how it is shared. These rules are in **The Data Protection Act 1998**.

A new law called the **General Data Protection Regulation (GDPR)** came into effect on the 25th of May 2018.

It gives you more control over your information. It makes sure anyone collecting information has to:

- Be honest about why they want it
- Be clear about what they will do with it

Your information

The categories of school workforce information that we collect, process, hold and share include:

- Personal details, such as name, date of birth, employee or teacher number, national insurance number, address, mobile telephone number
- Employee and emergency contact information and next of kin details
- Special categories of data relating to equalities and Welsh language such as gender, age, ethnicity group, disability and Welsh language skills
- Your car make, model and registration number, if parking on the school site
- Your Driving Licence details if driving the school minibus
- Job applications and references
- Outcomes of Disclosure and Barring Service (DBS) checks. All staff must have a current DBS certificate.
- Registration details with the Education Workforce Council for Wales (EWC) where appropriate
- Health and safety information including First Aid and H&S Training details
- Your passport number if involved in school trips abroad
- Contract information, such as start dates, hours worked, post, Payroll information, such as salary, HMRC information and pension details, your job description
- Absence information, such as number of absences and reasons, medical certificates and records of absence management meetings
- Qualifications (and, where relevant, subjects taught) and training information, to include any mandatory qualifications
- Performance Management details and records
- Information on matters arising from your employment and actions taken in response including any wellbeing, disciplinary or grievance matters
- Photographs of staff are also used for safeguarding and identification purposes (including ID badges) and images may also be recorded on the school's CCTV system

Why we collect and use this information

We use school workforce data to:

- manage the school
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid correctly
- support and manage employees
- recruit and select employees

The lawful basis on which we process this information

As your employer we need to process your personal data in order to: fulfil our contractual obligations to you and other legal obligations. This is our lawful basis for processing under the GDPR.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, **we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.**

Storing this information

We hold school workforce data for seven years after your employment has ceased. Personal Data will be held and shared in an appropriate and secure manner.

Who we share this information with

We share this information with the following bodies when required and in accordance with our legal obligations, including those relating to safeguarding:

- Bridgend County Borough Council
- Welsh Government
- Regulatory bodies including Estyn, and the Education Workforce Council for Wales
- Prospective employers
- Professional bodies
- Pension administrators
- Training providers
- Auditors or Fraud Investigators
- DBS
- South Wales Police

Why we share school workforce information

We only share information about employees when the law and our policies allow us to do so.

Bridgend County Borough Council

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (Wales) Regulations 2017 and any associated amendments.

Welsh Government

We share personal data with Welsh Government on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

Your rights

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Headteacher, the School Manager; the Principal Advisor Employee Relations – Schools, or the Workforce Planning and Administrative Manager, in the Human Resources Department at Bridgend County Borough Council.

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; and
- 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 ask that you raise your concern with us in the first instance. Alternatively, you can seek help from the Information Commissioner's Office (ICO). The contact details are:

Information Commissioner's Office

Wycliffe House
Water Lane

Wilmslow
Cheshire
SK9 5AF

Tel: **01625 545 745** or **0303 123 1113**

www.ico.gov.uk

Further information

If you would like to discuss anything in this privacy notice, please contact your line manager, the school manager or headteacher.