



Ysgol Gynradd Griffithstown Primary School 2019 - 2020

PRIVACY NOTICE

In accordance with the Data Protection Act 2018 and the General Data Protection Regulation individuals have the 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 and this notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our School or who hire facilities.

Under Data Protection Legislation, the school is its own data controller.

Contact details below:

School Name/Address	Griffithstown Primary School
Head teacher/Data Controller	N Blackburn
Privacy Notice Name:	Griffithstown Primary Staff Privacy Notice

School staff include employees, casuals, supply teachers, self-employed, agency staff and volunteers.

1) Have we sourced your personal data, directly from you?

Data is collected from a variety of sources to make sure that we can help you in your job and look after you at school. For the same reasons, we get information about you from other places too, and these include but are not restricted to the following:

Yourself

Torfaen County Borough Council departments

Previous Employers

Other 3rd parties

2) What information does the School collect about you?

The School collects and processes a range of information about you.

This includes but is not restricted to:

- Personal identifiers and contacts (such as name, gender, date of birth, next of kin, emergency numbers, , contact details, e-mail address and home address, school photograph in some cases)
- Characteristics that fall into special categories (such as race, ethnicity, religious beliefs, sexual orientation, sex life, political opinions, trade union membership, biometrics (where used for identification), health, including any medical conditions under Article 9 of the GDPR)
- Salary, annual leave, pension and benefits information, EWC registration details, D of E number
- 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



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- Disclosure and Barring Information
- 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 and sickness records
- Copy of driving licence, passport
- Photographs
- CCTV footage

3) **The School may collect this information in a variety of ways:**

- verbally, electronically, via paper systems, 3rd parties

We will store your data:

Electronically and paper based in secure lockable locations or password protected if in electronic format.

4) **Why does the Council process your personal 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
- Support the work of the School Teachers' Review Body
- For the management of letting of school premises

Workforce data is essential for the schools' operational use. Whilst the majority of information you provide is mandatory, some of it is requested on a voluntary basis. When this is the case you will have the option to withdraw consent if you choose.

5) **We can process this category of data because:**

We only collect and use staff personal data when the law allows us to. Our lawful basis for processing personal data under Article 6 (1) of the GDPR is:

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



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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 – for example, where: You have applied for another position and references are required as part of safer recruitment

Where you have provided us with consent to use your data, you may withdraw this consent at any time and we will make this clear how it can be withdrawn.

Data Protection legislation provides extra protection for certain classes of information called 'special category' personal data, which includes in Article 9 of the GDPR:

- Physical or mental health or condition Politics Racial or ethnic origin Religion or other beliefs of a similar nature Sex life Sexual orientation Biometrics (where used for identification purposes)

The lawful basis for collecting and processing information under Article 9 of the GDPR is:

- The data subject has given explicit consent
- It is necessary to fulfil the obligation of the controller or of the data subject
- It is necessary to protect the vital interests of the data subject
- It is in the public interest

5) **Who has access to your data?**

We do not share information about staff with any third party without 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 share personal information about staff with such bodies as:

Internally with schools departments

Torfaen County Borough Council Departments including Pensions, Payroll, Education Finance as part of mutual absence scheme, liability insurance and to enable you to be paid.

Other educational establishments

Education Achievement Service (EAS)

Department of Education for statistical and research purposes <https://gov.wales/school-workforce-annual-census-swac-privacy-notice>

Welsh Government for SWAC (Census)

<https://gov.wales/school-workforce-annual-census-swac-privacy-notice>

Police Services, Ambulance Services, Health Authorities

Ofsted

Professional advisers and consultants and other professional bodies



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Police, Courts, tribunal

Cashless Catering

Is the Data transferred out of the EEA?

No/Yes

6) How does the School protect data?

The school takes the security of your data seriously. The school have and are developing further, internal policies to ensure the data it processes is not lost, accidentally destroyed, misused or disclosed. Data that we keep about staff while at our school will be stored in employee files, in the schools management system and in other IT system. It is stored securely in paper form or if electronically will be password protected. Furthermore data is not accessed by employees except in the performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions. These third parties are also under a duty of confidentiality and are obliged to implement appropriate measures to ensure the security of data.

7) How long does the School keep your data?

The school will hold your personal data only for the period that is necessary and will follow organisational and Local Authority standards in this area.

We will keep your information in line with the school retention schedules. In instances where we process paper copies these are kept in a secure environment then securely destroyed in line with school retention and disposal policies. Please view our Retention Policy which you will find on the schools website.

8) Are we making automated decisions/profiling with your data?

No / Yes

Your rights

Under GDPR you have rights regarding personal data. Individuals have a right to make a “subject access request” to gain access to personal information the school holds about them. If you would like to make a request please contact the Head teacher who will respond within one calendar month.

You can also exercise the following rights under GDPR:

The right to be informed

The right of access



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The right to rectification

The right to erasure

The right to restrict processing

The right to data portability

The right to object

Rights in relation to automated decision making and profiling.

If you would like to exercise any of these rights, please contact the Head teacher in writing who will respond within one calendar month.

You may also contact the Information Commissioner (ICO), however, the ICO (Wales) cannot make a decision unless you have exhausted the complaints/internal review procedure offered by the Council. Please do not hesitate to contact, The Head teacher: Griffithstown Primary, Florence Place, Griffithstown, Pontypool NP4 5DN or Data Protection & Information Governance Officer, Torfaen County Borough Council, Civic Centre, Pontypool, NP4 6YB. The Information Commissioner's Office (Wales) can be contacted at: The Information Commissioner's Office (Wales), 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Telephone 0330 414 6421 e-mail Wales@ico.org.uk