

# **Sheringham Woodfields School**

## **Privacy Notices (How we use staff/employee information)**

**V02-2025**

### **Who processes your information?**

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Annette Maconochie, can be contacted on 01263 820520 or head@sheringhamwoodfields.norfolk.sch.uk.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### **Why do we need your information?**

Sheringham Woodfields School has the legal right to collect information for the contract of employment. We may also have a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

We will also seek consent for the processing of certain data.

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

#### *Employment checks:*

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Sheringham Woodfields School.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Full DBS checks are needed to ensure employment can commence

#### *Salary requirements:*

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

The school also collects special categories of data (medical data, religious beliefs, ethnicity etc) which is directly covered by Article 9(2)(g) of GDPR alongside Schedule 1, part 2, paragraph 18 of the DPA 2018.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements including pay administration, appraisal and professional development
- Employment checks, e.g. right to work in the UK, Health Screening, qualification checks
- DBS checks and other associated safer recruitment/safeguarding checks
- Salary requirements

- Completion of annual DfE Workforce Census
- Comply with Ofsted and DfE recruitment requirements linked to teachers (QTS and QTLS checks)
- Provide online/e-learning provision for all staff to meet statutory requirements.
- Login details to sites such as MyConcern, our MIS and other purchased products/solutions

### **Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

- Names (current and former)
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details including payment of salary information where appropriate/required
- Qualifications
- Absence and sickness related information
- Telephone voice recordings of calls made into and out of the school, held for 12 months

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the 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.
- Supporting the work of the school teachers' review body.

This data may be held electronically and/or in paper form, depending on the method required.

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

### **How is your information shared?**

Sheringham Woodfields School will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Names (current and former)
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details including hours worked over and above your contract
- Qualifications
- Absence information

For Governors of Sheringham Woodfields School, their full name is recorded on the school's website and 'DfE Get-Information-About-Schools portal' to ensure compliance with DfE/Ofsted requirements.

### **How long is your data retained for?**

Staff members' personal data is retained in line with Sheringham Woodfields School's Records Management Policy as part of the GDPR Data Protection policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Policy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Sheringham Woodfields School holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Sheringham Woodfields School processes their personal data.

### **How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.sheringhamwoodfields.co.uk](http://www.sheringhamwoodfields.co.uk) the Gov.UK website, or download our GDPR Data Protection Policy.

If you want to see a copy of information about you that we hold, please contact:

**Name:** Matthew Smith (DPO Centre)  
**Tel:** 01263 820520  
**Email:** [dpo@sheringhamwoodfields.norfolk.sch.uk](mailto:dpo@sheringhamwoodfields.norfolk.sch.uk)

Please see our dedicated page on our school website for a list of who we share information with to ensure we are able to carry out our statutory duties

(<https://sheringhamwoodfields.co.uk/about-us/gdpr-general-data-protection-regulations/>)