

Privacy Notice for Staff

This Privacy Notice applies to the Tayyibah Girls School. Tayyibah Girls School is the data controller for the personal information collected. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This Privacy Notice explains how Tayyibah Girls School collects, processes, holds and shares personal data about individuals we employ or otherwise engage to work in our school/organisation, in-line with our statutory responsibilities.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by its employees in the performance of their duties.

1. Information that we collect, process and use

- personal information (such as name, employee or teacher number, national insurance number, bank account, address, contact details, date of birth, next of kin and emergency contacts, nationality and entitlement to work in the UK, criminal record check);
- special categories of data for equal opportunities monitoring including characteristics information such as gender, age, ethnic group and disability;
- contract information (such as the terms and conditions of employment; start dates, hours and days worked, post, tax, roles and salary / remuneration, including entitlement to benefits such as pensions);
- punctuality records including if requested by staff, fingerprint details for signing in
- work absence information and annual leave (such as number of absences, including sickness absence, special leave and sabbaticals and the reasons for the leave);
- leave records (including maternity, paternity, adoption parental and shared parental leave);
- details of your qualifications (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including performance improvement plans and related correspondence;
- information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
- copy of driving licence and passport;
- data about your use of the schools' information and communication system.

We collect this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

2. Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;
- to enable us to meet our contractual and legal obligations,
- processing of teachers' pension and run recruitment and promotion processes and provide references on request for current and former employees;
- maintain accurate and up-to-date employment records;
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- support effective performance management in line with the schools' statutory duty;

3. The lawful basis on which we process this information

Personal information is collected from you in order to meet and discharge our contractual obligations and statutory duties as your employer.

If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled/requested.

The legal basis for the use of your personal data will be one or more of the following:

- to satisfy our legal obligations and statutory duties as your employer.
- to carry out a task in the public interest or in the exercise of official authority in our capacity as a school.
- to meet our contractual obligations in relation to your statement of employment contract with us.

4. 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.

5. Storing this information

Data is stored in a range of different places, included in your school personnel file, on the single central record, KSM, the IT system of the schools Payroll officer, and in other IT systems (including the schools email system). The information is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain the personal file and delete information which is not necessary for future use. Information stored will be for any future reference requests or employment records for HMRC.

6. Who we share your information with

We do not share information about you without your consent unless the law and our policies allow us to do so.

The Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring and evaluation,

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censusesfor-schools>.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-andshare-research-data>

We may also share your information, with the following:

- Your family or representatives
- Police forces, courts, tribunals
- Financial Organisations – for example, completing mortgage reference forms

7. Requesting access to your personal data

You can ask for a copy of the data we hold about you by making a 'subject access request'.

In some circumstances you may also have the right to ask:

- us to restrict the processing of your personal data until any errors are corrected,
- to object to our processing or transferring of your personal data.
- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- 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 or query about the way we are collecting or using your personal data, we ask that you raise your concern/query with us in the first instance on the contact details below.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

8. Further information

If you would like further information about how we process your personal data and your rights please contact our Data Protection Officer:

Ms Maryam Al Sadik

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.