

Great Baddow High School



Privacy Notice - Staff

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	School Staff Records			
	Name	Address	Date of Birth	Next of Kin
What personal data do we need from you?	NI Number	Bank Details	Recruitment papers	Pre-employment check information
	Pensions data	Payroll data	Employment contracts	Health information (Fit Declaration, sick certificates etc.)
	Performance Management records	Absence records	Employment records	Risk Assessments (return to work/maternity)
	School Photograph	Contact Details	Ethnicity	Gender
	Passport number			
	Who is the Data Controller ?	Great Baddow High School		
Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council)			
Who will be using your Personal Data?	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	IT Services – Capita Payroll - Essex County Council Interface – Groupcall Infrastructure – Google for Education, Microsoft Office 365 School Trips – Edufocus		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :	Employment		
	The Legal Condition(s) :	<ul style="list-style-type: none"> Contract and Employment, Social Security, Social Protection Legal Obligation, Public Task and substantial public interest 		
Who else might we share your data with?	Central & Local Government, Health Providers, Regulatory Bodies, Professional Associations, Future employers (references), Legal/Accounting Professionals.			
Will your data be stored in or accessible from <u>countries with no UK-equivalent Privacy Law protections</u> ?	NO			
How long will your data be kept?	When will it stop being used?	Termination of employment + 6 years ¹		
	How long after this will it be deleted?	Termination of employment + 6 years ¹		
		¹ Subject to exceptions – please refer to the school's Retention Schedule		

Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Employment law, Education Act			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to employ/continue to employ			
	This is who is giving us your personal data:				Previous employer, DBS service, Occupational Health, Department of Education			
As you are not giving your data directly to us:	This is a source of personal data open to anyone				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	DPO@essex.gov.uk
Phone Number	03330322970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

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Guidance

1. Who is a Data Controller? This is somebody whom the school have contracted to deliver a service on their behalf.
2. Who is the Data Protection Officer? This is a statutory post either within the school or a contracted service
3. What is a Data Processor? This is someone who uses the data the school is responsible for in order to deliver a service they have externally contracted
4. What are Purposes? This is the reason we need to use the data, e.g. to create a pupil record
5. What are the legal conditions?
 - a. **Personal Data** can be lawfully processed for the using the following conditions:
 - i. Consent
 - ii. Necessary to perform a contract obligation
 - iii. Blue light emergency services
 - iv. Statutory Duty
 - v. Legitimate Interests
 - b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
 - i. Explicit Consent
 - ii. Employment, Social Security, Social Protection
 - iii. Blue light emergency services
 - iv. Legitimate Activities of 'charities/not for profit' organisations
 - v. Made Public by the person
 - vi. For legal defence/claims
 - vii. Substantial Public Interest
 - viii. Health & Social Care provision and management
 - ix. Pan UK Public Health (Epidemics)
 - x. Archiving for scientific/historical research or statistical purposes
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances
7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK
8. The right to inform requires us to tell people about how their rights are managed including if information is rectified, modified, erased or restricted
9. The right to access means we must be able to provide a copy of a person's data to them upon written request
10. The right to rectify requires us to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.
11. The right to erasure requires you to securely destroy the data we hold. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.
12. The right to restrict requires us to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by our staff.
13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology
14. The right to object requires us to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling

15. The right to refuse automated decision making means if a computer makes a decision about how we will deliver a service to a person.