



Cheshire West
and Chester

Privacy Notice

Staff

Eaton Primary School

*Eaton Primary School has adopted the Cheshire West and Chester
Privacy Notices*



Cheshire West
and Chester

PRIVACY NOTICE STAFF

Everyone has the right to have their personal information kept confidential and this includes the children, families and staff of Tarvin Primary School. The school is committed to protecting their privacy. These rights are part of the new law, the General Data Protection Regulation issued by the Government in 2018.

Who Will Own My Data Once I Submit It?

Eaton Primary School

Why Do You Need My Information?

We process personal data relating to those we employ in order to administer payroll, pensions, training, appraisal, to monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of the school.

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

- Personal information (such as name, address, NI number and emergency contact details) – School Information Management System (SIMS) & Personnel File
- Characteristics (such as ethnicity, nationality, country of birth) – SIMS & Personnel File
- Qualifications – SIMS & Personnel File
- Work related information (including employment contracts, remuneration details, and absence information) - SIMS & Personnel File
- Basic details when needed for booking CPD (courses) Shared with relevant course provider
- Basic details to share with school cluster group – Sandstone Partnership
- Basic employee details and dates of birth share with Capita Best Staff Insurance Company
- Medical information e.g. fit notes forwarded to CWACC – Stored at CWACC Head Office and in Personnel Files
- Sign In app – names only
- First Aiders – Photographs and names around school for reference – Permission given by First Aiders
- PRIME – Cheshire West Incident Reporting System where hospital visit involved following and incident. Name, Address, Date of Birth, contact details and incident information provided.
- School Spider – Website – Names of staff members on Staff section of website – staff consent
- School Photo board in Reception area – Contains photographs and names of staff
- Teachers to Parents – Staff names, emails and mobile numbers stored
- Form C – Teacher Information for Visits – Staff complete with names, addresses, next of kin, doctors and any relevant medical information. Destroyed after the visit.
- Staff names may be shared with providers of residential visits etc

What Allows You To Use My Information?

We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections 113 and 114 of the Education Act 2005. This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce

- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

Under the [Regulation of Investigatory Powers Act 2000](#), [Computer Misuse Act 1990](#) and [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#), we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

Who Will My Information Be Shared With?

We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE).

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

Do I Have To Provide This Information And What Will Happen If I Don't?

When employed by the school, your information is required in order to fulfil your contractual obligations.

How Long Will You Keep This Data For And Why?

We hold your data for up to 7 years after termination

How Will My Information Be Stored?

- Information is held electronically on the SIMS (Capita) system.
- Paper copies are kept in locked cupboards/cabinets with limited access
- Staff information on notice board in office for use during day

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your records, contact Andrew Davies (Data Protection Lead) at Eaton Primary School office. To make a request for your personal information, please contact the school's Data Protection Lead, Mr Andrew Davies. You will then be required to complete an SAR (Subject Access Request Form) for the school to provide you with copies of any personal data held about you. The SAR can be found on the website included in the Rights of Access Policy.

You also have the right to:

- 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.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your information please contact:

- Andrew Davies – head@tarvin.cheshire.sch.uk
- Jo Jeffs - admin@eaton.cheshire.sch.uk
- 01829 732731

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer
Cheshire West and Chester Council,
HQ, 58 Nicholas Street,
Chester,
CH1 2NP
- Email: schoolDPO@cheshirewestandchester.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No