



# Canon Pyon Academy

## Privacy Notice

### Workforce

This privacy notice sets out how and why we, as data controller, collect and process personal information relating to current and former employees, volunteers, contractors and others engaged to work at the school.

This notice does not form part of any contract of employment or other contract to provide services.

#### **The Data Protection Officer**

The School's Data Protection Officer is Ms Samantha Smith who can be contacted by E-mail: [igschools@herefordshire.gov.uk](mailto:igschools@herefordshire.gov.uk); Tel: 01432 260282; Post: Information Governance, Herefordshire Council, Plough Lane, HR4 0LE

#### **Information held about you**

In order to provide efficient and effective services it is necessary for us to collect and process personal information about you. This information will include:-

- personal identifiers and contacts - such as name, address, marital status, employee or teacher number, national insurance number, photographs, and vehicle registration
- characteristics information – such as ethnicity, language, age
- contract information – such as start date, hours worked, post / role details, bank account details and salary information
- work absence information – such as number of absences and reasons, holiday entitlement
- qualifications – including on-going training records, professional membership details and where relevant details of subjects taught
- medical and administration information – such as doctors information, health, allergies, medication and dietary requirements
- next of kin and emergency contact information
- review and disciplinary information – such as annual review documents
- information relating to communications with you – such as details of meetings, telephone calls
- DBS confirmation information
- trade union membership

This list is not exhaustive.

#### **Why we collect this data and how will we use the information we hold about you**

We will collect information about you to:-

- for safer recruitment practices in carrying out our safeguarding duties to students and workforce
- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable individuals to be paid
- to support the work of the School Teachers' Review Body
- enable ethnicity and disability monitoring

- to keep individuals safe in relation to existing medical conditions

This information is essential for the school's operational use. While the majority of information you provide to us is mandatory some of it is requested on a voluntary basis. In compliance with data protection legislation we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **What is the legal basis for us to process your data?**

There is a wide ranging framework of legislation that governs the school's actions to educate and safeguard the wellbeing of its pupils, the school will process your data in compliance with its legal obligations to carry out these duties.

Your data will also be processed in performance of the public task to ensure the efficient management and running of the school.

The majority of information collected and processed about you is done so for the performance of a contract with you or to take steps in preparation for such a contract.

Relevant health and medical information is collected and processed in order to protect the vital interests of our workforce.

Other information may be collected and processed with your consent, which you can withdraw at any time.

### **Who is processing my data?**

All personal data is processed in accordance with data protection law. The Data Controller for the information outlined in this privacy notice is Canon Pyon Academy.

Canon Pyon Academy contracts with a number of carefully vetted companies who process data on behalf of the school, these include: *Examples*

- Hoople - HR company – to manage payroll and HR
- Barrs Court Academy - Finance company – to manage finance
- Herefordshire Council - Occupational Health company – to complete employment health checks and carry out occupational health referrals if not maintained school
- Zurich insurance and Absence Protection - Insurance company for staff absence and sickness cover
- Scholarpack - School Management Information Service

### **Who we will share your information with**

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. In such circumstances we routinely share workforce information with:

- our local authority
- the Department for Education
- the NHS
- the Police
- Orchard Partnership

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections

ACADEMIES: We are required to share information about our workforce members with The Department of Education under Section 7 of the Education (Supply of Information about the School Workforce (No 2) (England) Regulations 2007 (as amended).

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

With your consent, your information may also be shared with: Examples

- Facebook – used to promote and celebrate events the school takes part in
- Twitter – used to promote and celebrate events the school takes part in
- Seesaw - used to promote and celebrate events the school takes part in
- Tapestry - used to promote and celebrate events the school takes part in
- School website and newsletters – used to promote and celebrate School events

We will not normally share your information without your consent; however there may be certain circumstances where we would share without consent such as where we are required to do so by law; for monitoring and funding purposes; safeguarding, and in risk of harm or emergency situations. Any information shared will be with appropriate individuals on a need to know basis. Only the minimum information required will be shared.

### **How do we store and how long do we keep your information?**

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept no longer than the maximum number of years required by law as outlined in the Records Management Toolkit for Schools (information and records management society [www.irms.org.uk](http://www.irms.org.uk)) / school records retention policy. All information will be held securely and destroyed under confidential conditions at the appropriate time.

### **Your rights**

You have a number of rights under data protection law, including the right to request a copy of your information and to request that the information be amended or erased if incorrect.

To exercise these rights, you will need to put your request in writing and provide proof of identification to:

Canon Pyon Academy, [adavies@canonpyon.hereford.sch.uk](mailto:adavies@canonpyon.hereford.sch.uk), Mr A. Davies – Executive Head

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting [admin@canonpyon.hereford.sch.uk](mailto:admin@canonpyon.hereford.sch.uk)

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

### **Providing Accurate Information**

It is important that we hold accurate and up to date information about you in order to assess your needs and delivery the appropriate services. If any of your details have changed, or change in the future, please ensure that you inform us as soon as possible so that we can update our records.

### **Further information**

If you have any questions or concerns about how your information is used, please contact Mr A. Davies, Canon Pyon Academy, [adavies@canonpyon.hereford.sch.uk](mailto:adavies@canonpyon.hereford.sch.uk) in the first instance.

Alternatively you can contact Ms Samantha Smith, the Data Protection Officer.

More information about data protection and how it applies to you can be found on the Information Commissioner's Office website at <https://ico.org.uk/>