



Every Child a
Confident Learner

GDPR Privacy Notice

How we use school workforce information

Who processes your information?

Heald Place Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Mr Hatim Kapacee acts as a representative for the school with regard to its data controller responsibilities; they can be contacted on 0161 224 7079 or admin@healdplace.manchester.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Heald Place Primary School upholds are imposed on the processor.

Emma Maddocks is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 0161 234 5269 or e.maddocks@manchester.gov.uk.

Why do we collect and use your information?

Heald Place Primary School holds the legal right to collect and use personal data relating to staff, we may also receive information regarding them from their previous school or other place of employment. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- To support staff CPD
- To monitor and report on staff progress
- To provide appropriate pastoral care
- To assess the quality of our service
- To comply with the law regarding data sharing
- To safeguard staff

Which data is collected?

The categories of staff information that the school collects and holds include the following:

- Personal information – e.g. names, telephone numbers, addresses and next of kin
- Characteristics – e.g. ethnicity, language, nationality and country of birth
- Attendance information – e.g. number of absences and absence reasons
- Relevant medical information
- Conduct information – e.g. punctuality and disciplinary
- Performance management information – e.g. appraisals and observations

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

How long is your data stored for?

Personal data relating to staff at Heald Place Primary School is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will my information be shared?

The school is required to share staff data with the DfE on a statutory basis.

The DfE holds information about staff in schools in England. Heald Place Primary School is required by law to provide information about our staff to the DfE as part of statutory data collections, such as the work force census.

The DfE has robust processes in place to ensure the confidentiality of any data that may be used in producing statistics.

Heald Place Primary School will not share your personal information with any third parties without your consent, unless the law allows us to do so. The school may share staff information with:

- The LA
- The DfE
- Other schools/organisations e.g. CPD, meetings, school trips

What are your rights?

Staff have the following rights in relation to the processing of their personal data.

You have the right to:

- Be informed about how Heald Place Primary School uses your personal data.
- Request access to the personal data that Heald Place Primary School holds.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Heald Place Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9.00am-5.00pm.

Where can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website (www.healdplace.manchester.sch.uk) or download our GDPR Data Protection Policy.

Declaration

I, _____, declare that I understand:

- Heald Place Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- Heald Place Primary School may share my data with the DfE, and subsequently the LA.
- Heald Place Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- Heald Place Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained in line with the *school's GDPR Data Protection Policy*.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.