



Leen Mills Primary School

Privacy Notice (How we use staff information)

We are Leen Mills Primary School; we are a local authority school, under Nottinghamshire County Council.

Personal information is anything relating to a person that can be used to identify them. This includes both manual paper records and digital records. There are occasions where school will need to share personal data with local authorities, other schools, different departments or social services and this cannot be avoided. It may be that without sharing the data, essential actions cannot be completed. We will never pass on any personal details to any third party without them being a GDPR compliant supplier that is registered with school, and without prior consent.

This privacy notice not only relates to any personal information you provide to our school; it also relates to our use of any personal information you provide to us via phone, by email, in letters, our social media or other correspondence.

Leen Mills Primary School is committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use your information in line with all laws concerning the protection of personal information, including the *General Data Protection Regulation 2018*.

Our website may, from time to time, contain hyperlinks to and from websites owned and operated by third parties. These third party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review their website privacy policies too before you submit any personal data to these websites. They will govern the use of personal information you submit, which may also be collected by cookies whilst visiting these websites. We do not accept any responsibility or liability for the privacy practices of such third party websites, and your use of such websites is entirely at your own risk.

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

- Personal information (such as name, date of birth and national insurance number, teacher reference number, address and Right to Work in the UK)
- Special characteristics (such as ethnicity, language, nationality, country of birth, criminal background checks and pay related data)
- Emergency contact details (next of kin school will contact in the event of a medical or attendance emergency)
- Medical information (Health, medication, dietary requirements and absence data)
- Previous employment (employment history, conduct, effectiveness in the post, disciplinary and attendance)
- Education history (such as school education, examination results and further education with examination results)

- Safeguarding (information when initial concerns raised, allegations, referrals to MASH/ authorities, barred from teaching list and criminal background)

Why we collect and use this information

We use the employee data:

- to support with contract management (including services such as human resources, occupational health, payroll, HMRC and the local authority)
- to monitor and report on performance management
- to provide appropriate pastoral care
- to assess the quality of our services (including third party services where applicable such as Scholar Pack, ParentPay, Class Dojo, Facebook, Twitter, Purple Mash, Spelling Shed, Times Table Rock star, IPep, Evolve)
- to comply with the law regarding data sharing (including DFE reporting, school census, headcount, safeguarding, health and safety, reporting on absences and employment law)
- to share information and work in partnership with other schools and the local authority (references, training, performance, moderation and best practice)
- to share information to support employees in their professional development
- to share Safeguarding information when initial concerns raised and referrals to Multi Agency Safeguarding Hub are made

The lawful basis on which we use this information

We collect and use pupil information within the lawful bases for processing data, set out in Article 6 of the GDPR. At least one of these will apply whenever school processes personal data:

Consent: school will have clear consent provided by the employee. This will include special category data

Contract: the processing is necessary for a contract or agreement with the individual, or because they have asked, school to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for school to comply with the law (excluding contracts). Further information can be found within the school data policy.

Vital interests: the processing is necessary to safeguard an employee, child or protect someone's life. Data may be processed in the event of a medical emergency or for an attendance related concern.

Public task: the processing is necessary for school to perform a task in the public interest or for official school functions, and the task or function has a clear basis in law. This includes data relating to teaching, learning and research.

School will collect special characteristic data to support your child in school; it will be confidentially shared with the Local Authority and DFE as part of the school census. School will request explicit consent to the processing of this personal data in line with article 6 and 9 of the GDPR.

Collecting Employee Information

Whilst the majority of employee information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Employee Data

Personal data should not be kept longer than is necessary for the purpose it was obtained. This means that data should be destroyed or erased from our systems when it is no longer required. For guidance on how long certain data is likely to be kept before being destroyed, contact the Data Control Officer on 0115 9536688.

Who we share employee information with

We routinely share employee information with:

- schools or other employment that an employee attends after leaving us
- local authorities
- the Department for Education (DfE)
- Office for Standards in Education (OFSTED)
- Local Health Authority / Occupational Health
- Social Services / Multi-Agency Safeguarding Hub
- HMRC
- Cool Milk in School
- Scholar Pack (School MIS system)
- Parentpay (Cashless system)
- Class Dojo (Reward / communication system)
- Purple Mash (software programme to aid teaching)

- Testbase (software programme to aid teaching)
- Language Angels (software programme to aid teaching)
- Music for Schools (Music tuition for Children)
- Spelling Shed (software programme to aid teaching)
- Times table Rock star (software programme to aid teaching)
- STAT Sheffield (Assessment Programme)
- ATOM IT (ICT support in school)
- Jane Stapleton / Wrates (School Photographer)
- Premier Sports
- School Swimming
- School visit's (locations may change – we will inform you and request consent prior to sharing information)
- Pupils, parents and guardians

Why we share employee information

We do not share information about our employees with anyone without consent unless the law and our policies allow us to do so.

We share employee's data with the Department for Education (DfE) on a statutory basis.

We are required to share information about our employees with our local authority (LA) and the Department for Education (DfE); The Education (England) Regulations 2013 and regulations under employment law.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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

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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be

given access to your child's educational record, contact the Data Control Officer (Mrs Cooper) on 0115 9536688. You may be advised to put your request in writing.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Control Officer (Mrs Cooper) on 0115 9536688

Key People

Mr Robert della-Spina - Data Protection Officer

Mrs Ruth Cooper – Data Control Officer

Mr Russell Tew – Head Teacher

Mrs Liz Havill – School Business Manager

Ms Sophie Thring – GDPR School Link Governor