THE ORCHARDS FEDERATION
PRIVACY NOTICE FOR STAFF

WHO ARE WE?

We are The Orchards Federation (Cherry Tree CP, Green Fold Special and The Orchards Nursery Schools), Highfield Road, Farnworth, Bolton BL4 0NS Tel: 01204 335883
Our Data Protection Officer is Global Policing Limited, acting on the Federation's behalf.

HOW WE USE PERSONAL INFORMATION

Under the Data Protection Regulations (2018) (formally GDPR), individuals have a right to be informed about how the school uses personal data.
During an individual's time with us, we will use information that we gather in relation to them. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".
This privacy notice explains how we collect, store and process personal data linked to the staff at The Orchards Federation.

THE PERSONAL DATA WE HOLD

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details;
- Date of birth, marital status and gender;
- Next of kin and emergency contact numbers;
- Salary, annual leave;
- Payroll records, National Insurance number;
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process;
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- Employment contract;
- Performance information;
- Outcomes of any disciplinary and/or grievance procedures;

- Absence data;
- Copy of driving licence/car insurance (e.g. business use insurance certificate);
- Photographs;
- CCTV footage;
- Data about your use of the school's information and communications systems.

We may also collect store and use information about you that falls into "special categories" of more sensitive personal data, which is subject to additional requirements. This includes, but is not restricted to, information about:

- Race, ethnicity, religious beliefs
- Health, including any medical conditions, and sickness records

WHERE DO WE GET INFORMATION FROM ABOUT OUR WORKFORCE?

A lot of the information we have about our workforce comes from the individuals themselves. However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants and other professionals, recruitment or vetting agencies, other members of staff, students, parents and publicly available resources including online sources.

In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

WHY WE USE THIS DATA

The purpose of processing this data is to help us run the school, including to:

- Enable staff to be paid and comply with tax and pension regulations;
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils;
- Support effective performance management;
- Inform our recruitment and retention policies;
- Allow better financial modelling and planning;
- Enable ethnicity and disability monitoring;
- Improve the management of workforce data across the sector;
- Support the work of the School Teachers' Review Body.

OUR LAWFUL BASIS FOR USING THIS DATA

Under the GDPR the legal basis for collecting personal data is to enable The Orchards Federation to carry out the legitimate task and public interest of educating pupils in accordance with the legal framework.

We only collect and use personal information about staff within the confines of the legal framework.

Most commonly, we process personal data to:

- Fulfil a contract we have entered into with staff;
- Comply with a legal obligation e.g. safeguarding, equal opportunities;
- Carry out a task in the public interest;

Less commonly, we may also use personal information about you when:

- You have given us consent to use it in a certain way;
- We need to protect your, or someone else's vital interests;
- We have legitimate interests in processing the data.

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds on which to justify the school's use of staff data.

COLLECTING THIS INFORMATION

If our workforce fail to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations. While the majority of information we collect from staff is mandatory, there is some information that staff can choose whether or not to provide to us.

When we seek to collect information from staff, we make it clear whether staff must provide this information (and if so, what the possible consequences are of not complying), or whether staff have a choice. In the limited circumstances where individuals have provided their consent to the collection, processing and transfer of personal information for a specific purpose, they have the right to withdraw their consent for that specific processing at any time. To withdraw their consent, they should contact the School Business Manager, Mrs S Unsworth.

HOW WE STORE THIS DATA

We create and maintain an employment file containing electronic and paper based data for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file until and it disposed of securely after the timescales detailed in the next section. Access to the contents of this file can be obtained by Mrs S Unsworth.

DATA SHARING

We do not share information about members of staff with any third party without consent unless the law and/ or our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about staff with (but not limited to):

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, information about Headteacher performance, staff dismissals;
- The Department for Education;
- Family or representatives;
- Examining bodies;
- School regulators e.g. Ofsted;
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll;
- Financial organisations;
- Central and local government;
- Our auditors;
- Government authorised survey and research organisations;
- Trade unions and associations;
- Health authorities;
- Security organisations;
- Health and social welfare organisations;
- Professional advisers and consultants;
- Charities and voluntary organisations;
- Police forces, courts, tribunals;
- Professional bodies;
- Employment and recruitment agencies;

The Department for Education may share information that we are required to provide to them with other organisations.

For further information about the Department's data sharing process, please visit: **https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data**.

Contact details for the Department can be found at **https://www.gov.uk/contact-dfe**.

TRANSFERRING DATA INTERNATIONALLY

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with GDPR.

HOW TO ACCESS PERSONAL INFORMATION WE HOLD

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.
If staff make a subject access request, and if we do hold information, we will:

- Give you a description of it;
- Tell you why we are holding and processing it, and how long we will keep it for;
- Explain where we got it from;
- Tell staff who it has been, or will be, shared with;
- Let staff know whether any automated decision-making is being applied to the data, and any consequences of this;
- Give staff a copy of the information in an intelligible form;

Staff may also have the right for personal information to be transmitted electronically to another organisation in certain circumstances. Please contact our data protection officer.

RIGHTS REGARDING PERSONAL DATA

Under GDPR, individuals have certain rights regarding how their personal data is used and kept safe. Staff have the right to:

- Object to the use of their personal data if it would cause, or is causing, damage or distress;
- Prevent their data being used to send direct marketing;
- Object to the use of their personal data for decisions being taken by automated means (by a computer or machine, rather than by a person);
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing;
- Have their data transferred to another organisation
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

COMPLAINTS

We take any complaints about our collection and use of personal information very seriously. If you think 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.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

CONTACT

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO:

Shane Williams

Data Protection Officer

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Unit 2, The Pavilions, Bridge Hall Drive, Bury, BL9 7NX
Tel: 0161 212 1680
Email: shane@globalpolicing.co.uk
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