



Privacy Notice for Staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Enfield Grammar School, are the 'data controller' for the purposes of data protection law.

The data protection officer details are in the 'Contact us' section on the last page of this notice.

The personal data we hold

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 and gender.
- Next of kin and emergency contact numbers.
- Salary, annual leave, pension and benefits information.
- Job title, role, responsibilities and remuneration.
- Bank account details, payroll records, National Insurance number and tax status information.
- Recruitment information, including copies of right to work documentation, references and other information included in an application 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.
- Performance information.
- Outcomes of any disciplinary and/or grievance procedures.
- Outcomes of any capability, either absence, performance or both, procedures.
- Absence data.
- Copy of photographic identification.
- Photographs and videos.
- Staff identifiers such as IP address, staff number, payroll number, entry fobs.
- CCTV footage.
- Data about your use of the school's information and communications system.
- Child protection and safeguarding information.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs.
- Trade union membership.
- Health, including any medical conditions, disability and sickness information and records.
- Biometric data (fingerprint) to purchase school meals.

Why we collect and use this data

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

- Enable you to be paid.
- Facilitate safe recruitment and ongoing employment 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.
- Comply with legal and statutory requirements.

Our lawful basis for using this data

We only collect and use your personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law in relation to Article 6 and Article 9 of the GDPR, the Education Act 1996 and section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. Most commonly, we process it in order to:

- Fulfil a contract we have entered into with you.
- Comply with a legal obligation.
- Carry out a task in the public interest.

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

- You have given us consent to use it in a certain way.
- We need to protect your vital interests (or someone else's interests).
- We have legitimate interests in processing the data – for example:
 - To prevent and detect criminal acts
 - To prevent and detect security threats
 - Fraud prevention
 - Ensure network and information security

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file 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 and delete the information in it in accordance with our retention schedule.

Data sharing

We do not share information about you with any third party without your consent unless the law and 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 you with:

- Our local authority – we are required to share information about our staff to meet our legal obligations to share certain information with it, such as safeguarding concerns, NQT induction and other service level agreements.
- The Department for Education – we share personal data with the DfE on a statutory basis. This is for safeguarding purposes, statistical purposes and the return of the departmental censuses contained within the Education Act 1996. Further guidance is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- Your family or representatives – in the event of an emergency.
- Examining bodies – verification of assessments.
- Our regulator, Ofsted – for summaries of exam outcomes.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll.
- Central and local government – improving the management of workforce data across the sector, enabling development of a comprehensive picture of the workforce and how it is deployed, enabling monitoring of selected protected characteristics.
- Our auditors - to comply with the academy funding agreement, to enable financial safeguards in relation to the management of salaries and pensions.
- Survey and research organisations - improving the management of workforce data across the sector, enabling development of a comprehensive picture of the workforce and how it is deployed
- Trade unions and associations – for the facilitation of good employee relations.
- Health authorities – for the prevention of infectious and contagious illness.
- Health and social welfare organisations – for the provision of medical treatment and the management of healthcare services.
- Social services – for safeguarding and wellbeing purposes.
- Professional advisers/bodies, consultants - to obtain legal advice, for the establishment, exercise or defence of legal claims.
- Police forces, courts, tribunals – for the prevention and detection of crime, in response to a lawful request for information.
- Insurance companies – for the establishment, exercise or defence of legal claims.
- Office of National Statistics – statutory annual survey for statistical purposes

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 data protection law.

Your rights

As a data subject, you have specific rights to the processing of your data, including the right to request:

- Access to the personal data that Enfield Grammar School holds.
- That your personal data is amended.
- The erasure of your personal data.
- The restriction of your personal data.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent, without detriment, at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, 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, if not from you.
- Tell you who it has been, or will be, shared with.
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data.

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your 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.
- 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.

Contact us

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

- Clea Holmes, Data Protection Officer, Enfield Grammar School
020 8363 1095
DPO@enfieldgrammar.org

Complaints

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.

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