



Privacy Notice Procedure for the School Workforce at Wohl Ilford Jewish Primary School November 2023



Privacy notices must be concise, transparent, intelligible, easily accessible and free of charge. They must be written in clear and plain language. The privacy notice fulfils the school's obligation to inform. The notices must be honest – people must be informed of how their personal data is being used.

What is the right to be informed and why is it important?

The right to be informed covers some of the key transparency requirements of Data Protection Legislation. It is about providing individuals with clear and concise information about what you do with their personal data.

An effective approach can help you to comply with other aspects of the Act, foster trust with individuals and obtain more useful information from them.

Getting this wrong can leave you open to fines and lead to reputational damage.

What privacy information should we provide to individuals?

What you need to tell people differs slightly depending on whether you collect personal data from the individual it relates to or obtain it from another source. Annexes A to C are the template Privacy Notices for the school. These must be completed and published in a prominent position on the school's website.

Consent to collect data

The school will need to collect consent to use data where there is no legal basis, for example to use biometric data. An example consent form can be found in Annex D. Consent must be freely given, specific, informed and an unambiguous indication of the individual's wishes.

Privacy Notices and paper forms

Sometimes it is not possible to recreate privacy notices on printed material, such as on a consent form for school trips form. In instances such as this use the following statement:

Electronic forms:

We adhere with data protection legislation. For more information please visit our published privacy notice <http://www.ijpsonline.co.uk/policies-new/> or call 02084981350

Paper forms:

We adhere with data protection legislation. For more information please visit our published privacy notice on our website or call 02084981350

Workforce Privacy Notice

Privacy Notice (How we use workforce information)

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

This list is not exhaustive, to access the current list of categories of information we process please see <http://www.ijpsonline.co.uk/>

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) to complete the LA census
- e) to ascertain third party occupational provider information if required

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of employment in accordance with the legal basis of Article 6 (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;

In addition, concerning any special category data:

- 9 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

Collecting workforce information

We collect personal information via staff contract forms collected during induction. Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, 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 in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <http://www.ijpsonline.co.uk/>

Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350)

Who we share workforce information with

We routinely share this information with:

- London Borough of Redbridge (where applicable)
- The Department for Education (DfE)
- KSHS (King Solomon High School)
- Schools UK Absence Insurance

Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. This may include CENSUS information, DfE requests or LA obligations, development of school insurance cover - see below.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education

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 statutory data collection under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

Withdrawal of consent and the right to lodge a complaint

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 Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).

International transfers and processing

We do not process any personal information outside of the European Economic Area.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated: **November 2023**.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Mrs A Mallach (School Business Manager - at Wohl Ilford Jewish Primary School – 020 8498 1350).