

WORKFORCE PRIVACY NOTICE

We at Davenham CE Primary School process information relating to our “Workforce” being those we employ to work at, or otherwise engage to work in our school.

During an individual’s time with us, we will use information that we gather in relation to them for various purposes. Such information is known as “personal data”. This will include data that we obtain from the individual directly and that which we obtain from other people and organisations. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we hold about our workforce, why we hold it and with whom we share it.

Who is the data controller?

Davenham CE Primary School – the Data Controller

What information do we process in relation to our workforce?

We will collect, hold, share or otherwise use the following information about our workforce:

- 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);
- performance information (such as appraisals and performance reviews, performance measures, disciplinary or grievance records);
- other information (such as criminal records information including results of DBS checks).

Why do we need personal Information?

Processing the personal data of our workforce is necessary for the following reasons:

- To administer payroll and pensions via the LA (CWaC);
- Training and appraisal purposes;
- To fulfil our legal requirements to the DfE;
- For safeguarding requirements;
- To assist in the running of the school.

What allows us to use personal information?

- We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.
- The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections [113 and 114 of the Education Act 2005](#). This means that:

- Although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce;
- Schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members;
- Schools and local authorities must complete a return.

Under the [Regulation of Investigatory Powers Act 2000](#), [Computer Misuse Act 1990](#) and [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#), we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

Who do we share information with?

We are required to pass on some of this personal data to:

- Cheshire West and Chester Council (our local authority)
- The Department for Education (DfE).

For more information about the DfE's data sharing process, please visit the [Department of Education's website](#):

Requirement to provide information

When employed by the school, your information is required in order to fulfil your contractual obligations.

How long do we keep this information?

We hold your data in accordance with the guidelines set out in the Retention Guidelines for Schools.

How do we store personal information?

- Personnel and other paper files are held in locked cabinets;
- Electronic records are held on the HR and Payroll CWaC Unit 4 database;
- Electronic data is held on the school m drive (restricted access).

What rights do our workforce have about their data?

Under the Data Protection Act and General Data Protection Regulation, you have the right to request access to the information that we hold about you.

To make a request for your personal information contact Paula Colloby
bursar@davenmhance.cheshire.sch.uk

You also have the right to:

- Be informed about data collection, processing and storage before the data is collected;

- Have incorrect or incomplete data corrected;
- In certain circumstances, restrict and / or object to the processing of your information; for example, for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have personal data deleted;
- To transfer the data held from one data controller to another.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your information please contact:

- Paula Colloby DP Lead
bursar@davenhamce.cheshire.sch.uk
- Martin Mewies DP Governor
chair@davenhamce.cheshire.sch.uk

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- Schools Data Protection Officer
Martin Waters
Cheshire West and Chester Council,
HQ, 58 Nicholas Street,
Chester, CH1 2NP

Email: schoolDPO@cheshirewestandchester.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 08456 30 60 60 or 01625 54 57 45's