



Education My Life Matters 'Success for Everyone'.

# Privacy notice

for

## The School Workforce

July 2024-July 2025

### 1. Introduction

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, at Education My Life Matters (EMLM) are the 'data controller' for the purposes of data protection law.

Our **data protection officer is Candice Laidley.**

### 2. The personal data we hold

The personal data that we may collect, use, store and share (when appropriate) about you include, but is not restricted to:

- Contact numbers
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Unsurance number and tax status information
- 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
- Performance information

- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Data about your use of school's information and communications system

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Health, including any medical conditions and sickness records
- Photographs and CCTV images captured in school
- Information about trade union membership
- Information about criminal convictions and offences (when/where appropriate)

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### 3. Why we use this data

We use workforce data to:

- Enable you to be paid
- 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 equalities monitoring
- Improve the management of workforce data across the sector
- Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

#### 3.1 Use of your persona data for filtering and monitoring purposes

While you are at EMLM, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

## 4. Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest
- In accordance with 'vital interests' basis -using data in a life-or-death situation

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

- Staff have given us consent to use it in a certain way
- We need to protect a member of staff's vital interests (or someone else's interests)

Where we have obtained consent to use staff members' personal data, this consent can be withdrawn at any time. We will make this clear when requesting consent and explain how consent can be withdrawn.

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 would go about withdrawing consent if you wish to do so.

## 5. Collecting this data

We collect personal information via forms completed on the day of staff induction to the school. Workforce data is essential for the school's operational use. Whilst the majority of personal information provided is mandatory, some of it is requested on a voluntary basis.

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

## 6. How we store this data

Personal data is stored in line with our data protection policy.

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 record retention schedule; this can be found on the school portal Sharepoint.

You can ask to see a copy of all the information we hold about you. To do this, you can write to or email the DPO – Candice Laidley at [c.laidley@emlm.org.uk](mailto:c.laidley@emlm.org.uk).

## 7. Your personal data is shared with...

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

We are required where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about staff with:

- Our local authority -Lewisham – to meet our legal obligations to share certain information with it, such as safeguarding concerns

- Government departments or agencies
- Our regulator e.g. Ofsted, Independent Schools Inspectorate
- Suppliers and service providers -e.g. auditors
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts or tribunals

Where we transfer Staff personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, staff can get a copy of these arrangements by contacting us.

## 8. Access to your personal data

Staff have the right to request access to information about their personal information held by the school. If staff make a subject access request, and if we do hold information about them, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell staff why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from them personally
- 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 a copy of the information in an intelligible form

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

## 9. 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 **EMLM in the first instance**.

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

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

## 10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** at [c.laidley@emlm.org.uk](mailto:c.laidley@emlm.org.uk).

