

**WELBOURNE PRIMARY ACADEMY**

**Privacy Notice School Workforce**

<b>Headteacher</b>	<b>Mrs C. Everton</b>	
<b>Chair of Governors</b>	<b>Mrs J. Lowe</b>	

*Adopted by Governors: April 2018*

*To be reviewed: April 2021*

*Welbourne Primary Academy welcomes our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.*

*We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.*

*We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.*

This notice is linked to the Data Protection Act 1998 and in referring to 'School Workforce' is including those employed to teach, or otherwise engaged to work at, a school or Local Authority (LA)

The Governing Body of Welbourne Primary is the data controller for the purposes of the Data Protection act and the GDPR.

## **Personal Data**

Personal data is held by the school about those employed or otherwise engaged to work at the school. Personal data is held to assist in the smooth running of the school, such as to enable individuals to be paid, as an example, as well as being processed for the purposes of the legitimate interests pursued by the School.

The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following:

- identifiers such as name and National Insurance Number
- characteristics such as ethnic group;
- employment contract and remuneration details;
- Professional qualifications
- absence information; and
- medical information

Where information is held about a data subject the purposes of holding such data will be justified and made explicit.

## **Usage of information**

We will not give information about you to anyone outside the school, without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- the LA
- the Department for Education (DfE)

## **Consent**

We will obtain consent as a lawful basis for processing data regarding a data subject, and refresh such consent at routine intervals at least annually.

Such consent will be requested on an unambiguous 'opt in' basis and not bundled with other terms and conditions.

We will provide a mechanism for opting out of consenting to data processing that is as simple to effect as opting in.

No actual or potential prejudice will result from an employee withholding or withdrawing consent.

## **Security**

The school shall as far as reasonably practicable implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk of data breach.

The School implements a Breach Management Plan whereupon a data loss or breach is discovered and liaises with the Information Commissioner's Office to fulfil its legal obligations under GDPR.

## Further information

If you require more information about how the LA store and use this data please go to the following website:

<https://www.peterborough.gov.uk/council/council-data/data-protection-act/>

If you are unable to access these websites we can provide copies on request or alternatively they can be contacted via the following methods

Freedom of Information and Data Protection Governance  
Peterborough City Council  
Town Hall  
Bridge Street  
Peterborough  
PE1 1HQ

Telephone: 01733 452533  
Email: [foi@peterborough.gov.uk](mailto:foi@peterborough.gov.uk)

Public Communications Unit  
Department for Education  
Sanctuary Buildings Great Smith Street  
London SW1P 3BT

Website: [www.education.gov.uk](http://www.education.gov.uk)  
Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)  
Telephone: 0370 000 2288