



West Jesmond Primary School Privacy Notice - Employees



Why do we collect and use employee information?

We collect and use employee information under the Data Protection Act 1998 (DPA) and “Article 6” and “Article 9” of the General Data Protection Regulation (GDPR).

Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.

Article 9 (GDPR) condition: For substantial public interest on legal basis.

We use employee data:

- to support your learning;
- to monitor and report on your progress;
- to provide appropriate care and guidance;
- to assess the quality of our services; and
- to comply with the law regarding data sharing.

We may also receive information from a previous schools or colleges, local authority, the Department for Education (DfE) Teacher Regulation Agency.

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

The categories of employee information that we collect, hold and share include:

- Records in this category refer to be those required for the Human Resources Management function within the school. These include Staff Personnel records (recruitment, interview notes, appointments, training, staff development etc), Staff Salary Records, Staff Induction, Sickness Records, Staff Performance Review, Substitute Teacher Records and Student Teachers on Teaching Practice etc.

For details of what we collect, hold and share, please visit the Information Commissioner’s Office (ICO) Data Protection Register and view our entry using registration number **ZA366859** (<https://ico.org.uk/ESDWebPages/Entry/ZA366859>).

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing employee data

We hold data for no longer than is necessary. We follow the Records Management Society’s Retention Guidelines for Schools and our Retention Schedule is listed on the school website under Policies.

Who do we share employee information with?

We routinely share employee information with:

- our local authority;
- Our Governing Body



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Why we share

We do not share information about our employees with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, employees have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Wendy Mar, School Business Manager.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

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 or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Wendy Mar, School Business Manager
- **Data Protection Officer (for Schools)**
Corporate Services and Governance,
Gateshead Council,
Civic Centre,
Regent Street,
Gateshead,
Tyne & Wear,
NE8 1HH.

Tel No: (0191) 433 2113

Email: DPO@Gateshead.Gov.UK