



An alternative approach to education

## Staff Privacy Policy

### Privacy Notice (How we use workforce information)

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.

The privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, The Plan B Alternative Provision CIC, are the 'data controller' for the purposes of data protection law.

Our data protection officer is: Vikki Gillard (see 'Contact us' below).

### The categories of information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, photographs, emergency contact details, contact details, date of birth, marital status, next of kin and emergency contact details)
- 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
- Information regarding disciplinary or grievance issues
- Bank account details, payroll records, national insurance number and tax status information.
- Recruitment information, including copies of right to work documentation, references and other information included on an application form or that is part of the application process.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- Data about your use of Plan B's information and communication system.

### In addition, we may process the following "special category information":

- Relevant health or medical information (such as in respect of absences)
- Trade Union membership
- Race, ethnicity, or religious beliefs, sexual orientation



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## Why we collect and use workforce information

We use workforce data to:

- enable individuals to be paid
- enable safe recruitment and compliance with associated responsibilities
- enable and support performance management
- inform the development of recruitment and retention policies
- enable the development of a comprehensive picture of the workforce and how it is deployed
- enable equalities monitoring and compliance with equalities duties
- Allow better financial modelling and planning
- Improve the management of workforce data across the sector

## Our legal bases for processing workforce information:

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 performance of a contract (e.g. contracts of employment, contracts for services etc.)
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005, the School Staffing Regulations 2009; the Employment Rights Act 1996, relevant tax law and other employment law obligations)
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a provision).

## In addition, concerning any special category data:

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the provision or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a provision)
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- Where processing is necessary for the purposes of preventive or occupational medicine (e.g. where occupational health advice is sought)
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## Consent

In some circumstances, we may ask you for explicit consent to enable us to process your data. However, this will normally only be where there is no other legal basis for us to process this information. Where we rely on consent, you may withdraw your consent at any time.



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### **Collecting workforce information**

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.

Workforce data is essential for the provisions/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 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 for a set amount of time as shown in our data retention schedule.

### **Who we share workforce information with**

We routinely share some workforce information with:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals.
- the Department for Education (DfE)
- Educators and examining bodies
- Supplier and services – to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Trade unions
- Health and social welfare organisations
- Security organisations
- Police forces, courts, tribunals
- Employment and recruitment agencies.

### **Why we share Plan B 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.

We occasionally share workforce information with suppliers (for example a payroll provider, professional HR advisers or occupational health providers) to enable the school to receive services that support our legal obligations to staff (e.g. to pay them) or for the purposes of fulfilling public tasks (e.g. running and staffing a school).

### **Requesting access to your personal data**

Under the General Data Protection Regulation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Vikki Gillard - [vikki@theplan-b.org](mailto:vikki@theplan-b.org)



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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
- a right to seek redress, either through the ICO, or through the courts

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/>

### Contact

If you would like to discuss anything in this privacy notice, please contact: Vikki Gillard, Office Manager

This policy was last reviewed on: 6 July 2022

Signed: VGillard

Date: 6/7/22

Next review due on: 6 July 2023