



The Libra School

Workforce Privacy Notice (How we use school workforce information)

(Workforce - Those employed to teach, or otherwise engaged with Libra to work in school)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Blackford Education (Schools) Limited is a data controller under the UK General Data Protection Regulation (UK GDPR) and registered with the Information Commissioner's Office (registration number ZA018704).

Our Data Protection Officer is the SSE Schools Data Protection Officer (see Contact). For day-to-day data protection issues, contact Shannon Read.

The personal data we hold on you

We hold some personal information about you when you are employed at our School. This includes:

- personal information (such as name, address, contact details, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group, health and medical conditions and relevant information concerning your sexual life or orientation (for example, in the course of investigating complaints made by you or others, e.g. concerning discrimination)
- contract information (such as start dates, hours worked, post, roles, salary information)
- salary/payment information (bank account details, tax & NI details, pension contribution details, health insurance contribution details)
- work absence information (such as number of absences and reasons)
- appraisal, grievance and disciplinary records
- qualifications and work history (and, where relevant, subjects taught)
- safeguarding clearance (such as DBS checks)
- information about your employment and professional life and after leaving the School, where relevant (for example, where you have asked us to keep in touch with you)
- CCTV images

This list is not exhaustive. To access the current list of categories of information we process please request to see our data asset audit by contacting the School.

Why we use this data

We use this data to help run the School including to:

- maintain accurate and up-to-date employment records and contact details (including details of emergency contacts)
 - enable individuals to be paid
 - support pension payments and calculations
 - run recruitment processes
 - operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct in the workplace
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- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
- obtain occupational health advice, to ensure that we meet obligations under health and safety law, and ensure that employees are fit to work
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled
- ensure effective general HR and business administration
- provide references on request for current or former employees
- respond to and defend against legal claims
- inform financial audits of the School
- provide information to local government as required by law in the event of a public health emergency

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing workforce information are:

- Article 6 (1) (b) Contract: the processing is necessary because we have a contract with you, and we need to process your personal information to comply with your contract
- Article 6 (1) (c) Legal obligation: the processing is necessary for us to comply with the law; we are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- Article 6 (1) (e) Public Task: we may collect information from you where it is necessary to perform a task in the public interest e.g. taking temperature data on site and / or sharing staff data with the local authority in the event of a public health emergency
- Article 6 (1) (f) Legitimate interests: we rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations
- For some data processing where there is no legal obligation, contract or legitimate interest for the Trust to collect and use the data, we will ask for your consent under Article 6 (1) (a) Consent: the individual has given clear consent for us to process their personal data for a specific purpose
- We may also share your information if we need to protect your vital interests (or someone else's interest) e.g. in a life or death situation we may share contact information with healthcare professionals.

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, in circumstances where consent is appropriate;
- it is necessary to protect your or another person's vital interests, for example, where you have a life-threatening accident or illness in the work-place and we have to share your medical data in order to ensure you receive appropriate medical attention;
- it is necessary for some function in the substantial public interest, including the safeguarding of children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence or unfitness in a role (or to establish the truth of any such allegations);
- it is necessary for the establishment, exercise or defence of legal claims, such as where any person has brought a claim or serious complaint against us or you

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

Where we have got your consent to use your data, you may withdraw this at any time. We will make this clear when we ask for your consent and explain how to go about withdrawing consent.



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Collecting this information

We may collect information about you in a number of ways:

- from the information you provide to us in connection with a job application, for example when you come for an interview
- when you submit a formal application to work for us, and provide your personal data in application forms and covering letters etc
- from third parties, for example the Disclosure and Barring Service (DBS) and referees (including your previous or current employers or school), or (if you are a contractor or a substitute) your own employer or agent, in order to verify details about you and/or your application to work for us
- as a result of your employment, we may generate data in relation to appraisals, grievances and disciplinary and safeguarding incident investigations
- we may also ask you to update your contact details at regular intervals

To comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Data sharing

For the most part, personal data collected will remain within the School and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis).

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 may routinely share information with:

- professional advisers (e.g. lawyers, insurers, PR advisers and accountants)
- other employees, agents and contractors (e.g. third parties processing data on our behalf as part of administering payroll services, the provision of benefits including pensions, IT etc. – although this is not sharing your data in a legal sense, as these are considered data processors on our behalf)
- when the School is legally required to do so (by court order, government body, law enforcement agency or other authority of competent jurisdiction), for example, The Independent Schools Inspectorate, HMRC, DBS, police or the local authority)
- Future employers e.g. as part of a reference
- We may share images of staff on promotional material, on our website, on social media and with other media outlets if we have your prior consent

All employees are reminded that the School is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns related to child safeguarding that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. This may include file notes within the employee and safeguarding files, and in some cases referrals to relevant authorities such as the police. For further information about this, please view the School's Safeguarding Policy.



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International transfers of personal data

We have audited where we store all the personal data processed in the School and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

How we store this data

We hold school workforce data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the DPO or Shannon Read.

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

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer (DPO) at dposchools@somerset.gov.uk or Shannon Read
