

# Alma Primary GDPR Privacy Notice For employees



## Introduction

All schools, along with other organisations and businesses, are required to explain the personal data they hold for individuals in their organisations through 'Privacy Notices'. At Alma Primary we display two privacy notices: one for children and their families, and this privacy for employees.

Alma Primary is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to employees is to be processed. Rebecca Doctors acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on [rdoctors@almaprimary.org](mailto:rdoctors@almaprimary.org)

The school has a Data Protection Office, whose role is to oversee and monitor the school's data protection procedures, and to ensure that we are compliant with the GDPR. The data protection officer can be contacted on [DPO@almaprimary.org](mailto:DPO@almaprimary.org)

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

## Why do we need your information?

Alma Primary has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Alma Primary Funding Agreement and legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, then there may be issues in employing or paying individuals. Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Alma Primary. Employees found to be working illegally could face prosecution by law enforcement officers. Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax. There may be other significant consequences including the inability to fully communicate with individuals.

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## **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, including references, DBS and right to work in the UK
- Salary requirements

## **Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

- Names and contact details including phone, email and addresses
- National insurance numbers
- Characteristics such as ethnic group, nationality
- Employment contracts
- Remuneration details
- Qualifications and CPD
- Absence information
- Medical information
- Performance management information

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

## **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- References
- Medical information such as an occupational health report
- Qualifications or course participation

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Where data is obtained from third parties, the personal data originates from the following sources:

- Pensions providers
- Government bodies including the DfE, HMRC and the EFSA
- Medical organisations
- Professional Development Providers

## **How is your information shared?**

Alma Primary will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to other organisations which include Barnet LA and the DfE, such as:

- HMRC
- Outline data shared with the DfE, EFSA and Barnet LA, i.e. workforce census.

In addition, we share limited information with Alma Governors and with cross-communal Jewish organisations such as PaJeS. This includes the following:

- Workforce information we share with PaJeS
- Remuneration details
- Qualifications and CPD
- Absence information

In order to enable remuneration we share necessary information with payroll and financial organisations we work with. These include:

- Pension Providers including Teachers Pensions
- Financial support team (currently FM4S)
- Auditors (currently MHA McIntyre Hudson)
- Payroll providers (currently KBSP)

## **How long is your data retained for?**

Staff members' personal data is retained on the school's Management Information System, ScholarPack, which is only accessible to leadership and admin staff.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely unless there is a legal requirement to do so.

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If you require further information regarding retention of data, and the periods for which your personal data is held for, please contact the school's DPO.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Alma Primary holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Alma Primary processes their personal data.

### **How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please ask for copies of relevant policies, visit our [website](#) and the UK Government's Data Protection [website](#).