

STAFF DATA OVERVIEW

NAME OF POLICY: STAFF DATA OVERVIEW		FEDERATION		POLICY NUMBER: DATA 2	
		KSSS ONLY			
		BPRU ONLY			
EFFECTIVE DATE: RATIFIED BY MC JUNE 2022			*REVIEW DATE BY SLT: APTIL 2024 REVIEW DATE OF POLICY BY MC: JUNE 2024		
AUTHOR OF POLICY: KER			PERSON(S) RESPONSIBLE FOR REVIEWING/UP DATING: KER		
DATE OF CHANGE	AUTHOR OF CHANGE	DESCRIPTION OF CHANGES		PAGE NUMBER OF CHANGES	NEW REVIEW DATE*
20.6.22	KER	No changes just up dated with front cover			



Privacy Notice (How we use staff information)

Your data that we receive from your application form or supply agency is used to:

- Identify you as an individual; facilitate safer recruitment and be paid!
- Contact you to discuss work and work related incidents to enable you to fulfil your professional duties and safeguard you and the school.
- Inform the development of recruitment and retention policies.
- Contact your next of kin and if needed for H&S reasons.
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Support effective PM of staff.

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

- **Personal Information – GENERAL:** (such as name, Date of Birth; number and address, telephone number, mobile, email address; photographs,) Arbor; HR files; School website; SCR; Evolve; HR; OH; HCSS; Payroll; School website
- **Personal Information – MEDICAL:** (such as Accident forms that you have signed; LOA request for medical treatment that you have signed; health issues that you share with EHT/HoS; PEAQ returns & OH referrals that you have signed)HR files, Accident File; Absence & LOA file; Password protected spreadsheet; HR; OH; HCSS; Education Broker.
- **Personal Information – CHARACTERISTICS:** (such as ethnicity, language, nationality, Country of birth; bank details; National Insurance; Qualifications; DfE Number; etc;
- Car MOT & Business Class Insurance; Staffing Structure / Job Description) Arbor; HR files; SCR; EHT; HR; OH; HCSS; Payroll
- **Personal Information – SAFEGUARDING:** (such PROACT SCIP-uk record, Violence & Aggressive log, disclosures that you have made to EHT/HoS) SCIP files; V&A file; H&S files; OH; HR; Police
- **Personal Information – ATTENDANCE:** (such as number of absences and absence reasons, LOA) Absence & LOA files; Spreadsheet; Education Broker; OH; HR.
- **Personal Information – PROFESSIONAL:** (such as Performance Management; Lesson Observations; NQT reports; other HR related information; Key and equipment inventories) PM – reviewer-reviewee & EHT/HoS; Lesson Ob files; HR files; Inventories; Staff code of conduct; KCSIE; SCR . HR; NQT manager; OFSTED; School inventories; Safeguarding files; SCR
- **CCTV –** images are retained for 28 days.

Why we collect and use this information

We use the staff data:

- To appoint you into a vacancy via an interview process;
- to provide appropriate help/sign post to support you in your role;
- to monitor and report on your absence/LOA;
- to assess the quality of your work & professionalism;
- to comply with the law regarding data sharing.

The lawful basis on which we use this information

We collect and use staff information under:

As a Public authority and Staffordshire County Council educational establishment: Kettlebrook Short Stay School and Burton Pupil Referral Unit process personal data under the basis of **public task** to carry out official functions.

As a public authority Kettlebrook Short Stay School and Burton Pupil Referral Unit process special categories of personal data (such as medical, safeguarding data) and share with other organisations under the basis of **vital interests**.

When entering into your contract or employment, the information that you provide is processed by us on the basis of **Fulfilling a Contract**.

However, where consent is required, it is obtained explicitly with clear and concise supporting information and advice. Explicit Consent is obtained for the following reasons:

- medical emergency treatment;
- Car MOT; Business Class Insurance;

The following data is shared with professional third party organisations (that KSSS & BPRU have a Service Level Agreement) to ensure professionalism and appropriate support is established and offered by the EHT.

- Occupational Health Referrals;
- Educational Broker – Staff Absence Insurance;
- InsightHR – HR advice;

Kettlebrook Short Stay School and Burton Pupil Referral Unit share information with the Department of Education such as OFSTED Inspections & Staffordshire County Council when required.

Collecting Staff information

Whilst the majority of your information you provide to EHT/HoS 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 staff information to us or if you have a choice in this.

Storing Staff data

We securely hold & retain staff data:

All electronic data is held on the school server, SIMS (access restricted); Server (access restricted); 365 (access restricted and password protected); EHT encrypted password protected.

All paper based data is stored in locked cupboards/filing cabinets in locked offices (EHT Office; Bursar Office; HoS Office); OR archived in locked cabinets/offices [7 years after leaving & confidentially destroyed].

Staff data is stored electronically by third parties – KSSS & BPRU have a SLA with each third party:

- Evolve – trips
- Stoke-onTrent – Payroll
- Education Broker – Staff Absence Insurance
- HCSS – Salary Modeller
- My Concern – Safeguarding of students
- My H&S – Accident reports
- DfE
- Staffordshire County Council
- InsightHR
- Teacher Pensions
- Disclosure & Barring Service

Unsuccessful applicants data (such as R3/6; letter of application; References; Interview notes) are held for 1 year before being shredded appropriately.

Selection process data are held 1 year before being shredded appropriately.

Who we share staff information with

EHT would share staff information with, when required:

- Staffordshire County Council local authority

- the above SLA third parties
- the Department for Education (DfE); OFSTED.
- Payroll Services

Why we share staff information

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

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to www.gov.uk/education/data-collection-and-censuses-for-schools

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested and
- The arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Contact the department: www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request for your personal information contact **Mrs K Rogers – Executive Headteacher**

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
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Lodge a complaint and or claim compensation for damages caused by a breach Data Protection legislation.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, if you are not satisfied with our response, 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, information we hold about you, or have a complaint about our privacy policy and notice please contact:

Mrs K Rogers – Executive Headteacher
KSSS
Tame Street
Tamworth
Staffordshire
B77 1AL

datarequest@kettlebrook.staffs.sch.uk

You can also contact our Data Protection Officer using the below contact details

Email: dpo@staffordshire.gov.uk

Post to:

Data Protection Officer
Information Governance Unit
Staffordshire County Council
2 Staffordshire Place
Stafford
ST16 2DH

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can contact the Information Commissioner's Office (ICO).

You will be required to complete the GDPR data collection sheet when starting your post and when any changes need to be made to it by you.



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