



**PRIVACY NOTICE
FOR
STAFF**



GDPR privacy notice for The Hamlet workforce

Provisions are currently required to detail to staff how their personal data may be collected and used. The General Data Protection Regulation (GDPR) comes into effect on 25 May 2018.

Who processes your information?

The provision is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the provision, JoAnne Starling can be contacted on 01942 824150 or dpo@hope.wigan.sch.uk.

JoAnne Starling is the data protection officer. Their role is to oversee and monitor the provision's data processing practices. This individual can be contacted on 01942 824150 or dpo@hope.wigan.sch.uk.

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the provision 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?

The Hamlet has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at The Hamlet, or those otherwise contracted to work at The Hamlet. 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:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

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

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

Failure to provide The Hamlet with ample proof of a right to work in the UK will prevent employment at The Hamlet.

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:



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.

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, e.g. right to work in the UK
- Salary requirements

Which data is collected?

The personal data The Hamlet and Hope School and College will collect from The Hamlet workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Car Details
- School Access Control (ID cards)

[NB. The above list is non exhaustive]

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 provision 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 provision to do so, e.g. medical records from a GP.

How is your information shared?

The Hamlet 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 our LA and the DfE. This includes the following:

- Title, Name
- Address, telephone number, emails address
- DoB
- Ethnicity
- Gender
- National Insurance Number
- Payroll Number
- Employment start date
- DBS
- Teacher Reference Number
- Qualifications
- Pension Details
- Absences
- Next of Kin contact details

[NB. The above list is non exhaustive]

How long is your data retained for?

Staff members' personal data is retained in line with Hope School and College's Data Retention Policy.

Personal information may be retained for varying periods of time 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.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please contact The provision.



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 The Hamlet/Hope School and College 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 The Hamlet/Hope School and College 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 visit our website, **THE HAMLET** www.hope.wigan.sch.uk, the Gov.UK [website](#), or download our GDPR policy and Data Retention Policy.