



Excellence, Respect, Friendship

CAWSTON GRANGE PRIMARY SCHOOL

Privacy Notice for Staff – How we use your information 2024/25

Who are we?

Cawston Grange Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Cawston Grange Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z9615214

You can contact the Academy Trust as the Data Controller in writing at:

Cawston Grange Primary School, Scholars Drive, Cawston, Rugby, CV22 7GU or
admin3594@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about staff?

The categories of staff information that we collect, hold and share includes:

- Personal information such as name, employee or teacher number and national insurance number
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information such as start dates, hours worked, post, roles and salary information
- Work absence information such as number of absences and reasons
- Qualifications

For what purposes do we use personal information?

We use staff data to:

- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid and receive other staff benefits
- Ensure that we can act in an emergency

Collecting staff information

Whilst the majority of staff information you provide to us 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 pupil information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by UK law. We therefore are required to process this personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information with is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used i.e. photograph, e-mail addresses.

Details of the type of processing that we may undertake on this basis and who we may share that information with is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the Academy Trust to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information with is set out in Table 4.

5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract

We are able to process personal information in order to comply with the contract that we have with you.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Appendix 5.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables attached.

Who might we share your information with?

We routinely share staff information with:

- our local authority
- the Department for Education (DfE)

We do not share information about our staff unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, staff have the right to request access to information about them that we

hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at www.ico.org.uk/concerns/

Review

The content of this Privacy Notice will be reviewed fully in June 2025. We consider this privacy notice to be a working document and fully expect to make revisions to it in forthcoming months.

June 2024

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Staff information, including personal details, NI number, DBS check, qualifications, verification of right to work in the UK</i>	<i>Education Act 2005, section 114 and accompanying regulations</i>		<i>Secretary of State, Warwickshire County Council, Disclosure and Barring Service</i>	<i>Legal Obligation</i>
<i>School workforce Census including staff personal details</i>	<i>Education Act 2005, section 114 and accompanying regulations</i>		<i>Department of Education</i>	<i>Legal Obligation</i>
<i>School workforce Census – Staff Ethnicity</i>	<i>Education Act 2005, section 114 and accompanying regulations</i>	<i>Consent</i>	<i>Department of Education</i>	<i>Legal Obligation</i>
<i>Accident Records</i>	<i>Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)</i>		<i>Health & Safety Executive and Local Authority Health & Safety team (where necessary)</i>	<i>Legal Obligation</i>
<i>Individual Staff Health & Safety Risk Assessments and Personal Emergency Evacuation Plan (PEEP)</i>	<i>Health and Safety at Work etc Act 1974 and accompanying legislation</i>		<i>Not shared externally</i>	
<i>Qualifying Complaint Information</i>	<i>Education Act 2005, Section 11B</i>		<i>Chief Inspector</i>	<i>Legal Obligation</i>
<i>Verification of Right to work in the UK (Single Central Record)</i>	<i>Immigration, Asylum and Nationality Act 2006, Section 15</i>		<i>Local Authority, Ofsted</i>	<i>Legal Obligation</i>

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Medical Information</i>	<i>Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent OR Necessary for preventative/occupational medicine</i>	<i>Medical staff i.e. paramedics/ambulance</i> <i>Responsible/First aid trained staff on residential trips</i>	<i>Vital Interest</i>
<i>Staff Dietary Requirements (food allergies)</i>	<i>Necessary for preventative/occupational medicine</i>	<i>Medical staff i.e. paramedics/ambulance</i>	<i>Vital Interest</i>
<i>Medical Conditions & Staff Emergency Contact Details</i>	<i>Necessary for preventative/occupational medicine</i>	<i>Medical staff i.e. paramedics/ambulance</i> <i>Responsible/First aid trained staff on residential trips</i>	<i>Vital Interest</i>
<i>Religious belief</i>	<i>Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent</i>	<i>Medical staff i.e. paramedics/ambulance</i>	<i>Vital Interest</i>

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
<i>Photographs</i>	<i>Local Press/Media, Noticeboard, Parents & Community (Newsletter, School Website, Twitter, Annual Prospectus, Internal School displays</i>	<i>Consent</i>
<i>Staff Email address</i>	<i>Not shared</i>	

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
<i>Attendance Records at staff meetings and staff training</i>		<i>Not shared externally</i>	<i>Public Task</i>
<i>Staff personal characteristics i.e Religion/Gender/Ethnicity</i>	<i>Consent</i>	<i>Not shared externally</i>	<i>Public Task & Statistical Purposes</i>
<i>Medical Conditions (including allergies)</i>	<i>Necessary for preventative or occupational medicine.</i>	<i>Medical staff i.e. paramedics/ambulance</i>	<i>Vital Interests</i>

Table 5 - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract

Information Type	Third Parties with whom we share the information	Lawful reason for Sharing
Recruitment information – Application forms, interview notes, Medical questionnaires & references	Local Authority, Dains (Auditors) & Ofsted	Public Task/ Legal Obligation
Absence Records (including number of absences and reasons for absence)	Local Authority – HR & Payroll Team	Public Task
Disciplinary action taken	Local Authority – HR advisory team where relevant	Public Task
Staff information i.e name D.O.B, address, contact details, Emergency contact details	Department of Education – School workforce census	Legal Obligation
P45 Forms	Local Authority – HR & Payroll Team	Public Task
Consent Forms i.e GDPR, Policy Agreement	Not shared externally	
Staff personal bank details	Local Authority requirement for Payroll System	Contract
Appraisal records, appraisal notes, feedback from colleagues, objectives, updated job descriptions, pay & promotion recommendations	Blue Sky	Contract
Staff information, including personal details, NI number, DBS, Address, Phone number	Secretary of State, Warwickshire County Council, Disclosure & Barring Service	Legal Obligation