



## **Privacy Notice for Staff and Volunteers**

Within Prince Regent Street Trust we ensure that information on our staff and volunteers is only processed, stored and shared for appropriate lawful purposes. This privacy notice provides guidelines as to the information we process in school and how, why and with whom it is used and shared.

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

- Personal information (name, National Insurance Number, employee or teacher number, address and contact details)
- Characteristics (such as ethnicity, gender, age, nationality, country of birth)
- Work absence information (such as number of absences and absence reasons)
- Contract information (start date, role and salary information)
- Medical information
- Qualifications

### **Why we collect and use this information**

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To comply with the General Data Protection Regulations

### **The lawful basis on which we use this information**

We collect and use information on staff and volunteers under the lawful basis that the data subject has given consent to Prince Regent Street Trust to process personal data. We also process personal data in order to protect the vital interests of all data subjects who are employed across Prince Regent Street Trust.

### **Collecting information**

Whilst the majority of 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 Regulations, we will inform you whether you are required to provide certain pupil information to us or whether you have a choice in this.

### **Storing this information**

We may hold staff and volunteer personal data for up to seven years.

## Who we share information with

- Our local authority
- The Department for Education (DfE)
- Relevant third party professionals and suppliers

## Why we share information

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

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Data collection requirements

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information about Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs S. Hawes

### **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 General Data Protection Regulations

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, 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, please contact: Mrs S. Hawes  
Data Protection Officer