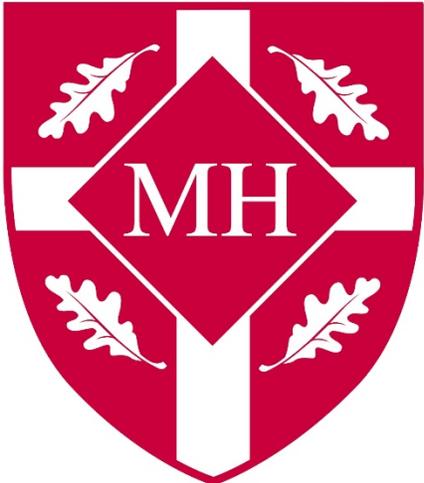


STAFF PRIVACY NOTICE

Moor Hall Primary School



Moor Hall School

Policy Name	Data Protection
Contact Person	Adam Hall
Committee	
Date of Approval	May 2018
Date of Review	May 2019

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

- 2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Moor Hall Primary School collecting or processing their personal data.
- 2.2 All governors, employees and volunteers of Moor Hall Primary School who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 Who are we?

Moor Hall is a one form entry school, which caters for children from Reception to Year . We are a 'small school with a big heart'. We provide a caring, nurturing and supportive environment where children feel safe and happy; ready to learn.

Our pupils enjoy helping each other to learn and play. The school's buddy system and development of playtime pals helps to ensure that children quickly settle into their new school environment.

Our enthusiastic and professional staff provide pupils with a wide range of learning opportunities which help them achieve often outstanding results at KS1 and KS2. We believe that high-quality teaching and learning takes place when stimulating activities are made relevant to the needs and interests of the child.

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Our Data Protection Officer can be contacted here:

- dpo@moorhall.bham.sch.uk
- TEL: 0121 675 3966

The personal data we would like to [collect from/process on] you is:

Personal data type:	Source: where Moor Hall Primary School obtained the personal data from if it has not been collected directly from you, the data subject
Personal Information – eg names, NI Number, Teacher Number and addresses	
Characteristics – e.g. gender, ethnicity, language, nationality, country of birth and Right to work in the UK	
Attendance information – e.g. number of absences, absence reasons	
Relevant Medical Information	
Contract Information – e.g. previous employment, start dates, hours worked, post/roles held and salary information	
Qualifications	
Photographic Records	

The personal data we collect will be used for the following purposes:

- Administering your employment with Moor Hall Primary School / Birmingham City Council.
- Enabling payment of wages/salary with appropriate deductions.
- Administering tax, national insurance and other agreed deductions from income.



Our legal basis for processing for the personal data:

- Performance of a contract, namely a contract of employment.
- Compliance with legal obligations to ensure all appropriate tax and national insurance payments are made.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable us to make appropriate wages/salary deductions on your behalf.

The special categories of personal data concerned are:

- Trade union membership (if applicable)
- Ethnic origin (if applicable)
- Religious beliefs (if applicable)
- Biometric data (if applicable)
- Health data
- Criminal record/convictions (if applicable)

3.2 Consent

As we are not relying on consent as the legal basis for processing your data we do not need to seek your permission to process the data. By issuing this notice to you we are fulfilling our legal duty to inform you that the processing is taking place.

3.3 Disclosure

Moor Hall Primary School will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Organisation and location, including any third country (non-EU) international organisations	Safeguards in place to protect your personal data
Birmingham City Council	Secure File Transfer (CTF)
HMRC	
Pensions	

3.4 Retention period

We hold school workforce data throughout your period of employment and for X years after the cessation of your employment. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records or paper records as appropriate and will seek certification confirming compliance.

3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Moor Hall Primary School refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Moor Hall Primary School or third parties acting on our behalf, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office and Moor Hall Primary School's Data Protection Officer.

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The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Officer contact details
Contact Name:	Information Commissioner's Office	Adam Hall
Address line 1:	Wycliffe House	Moor Hall Primary School
Address line 2:	Water Lane	Rowallan Road
Address line 3:	Wilmslow	Sutton Coldfield
Address line 4:	Cheshire	Birmingham
Address line 5:	SK9 5AF	B75 6RE
Email:	casework@ico.org.uk	dpo@moorhall.bham.sch.uk
Telephone:	0303 123 1113 (local rate)	0121 675 3966

3.7 Privacy statement

Read more about how and why we use your data here [\[insert link to your privacy statement on the website\]](#).

4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".



Moor Hall School



How we use your information

This privacy notice informs you that we, Moor Hall Primary School, will collect and use your personal data for

- 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.

Why does Moor Hall Primary School need to collect and store personal data?

In order for us to provide you with a contract of employment we need to collect personal data for:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary, National Insurance, Tax and Pension requirements
- Sharing school related information with you
- Correspondence purposes

In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes we would contact you for additional consent.

Will Moor Hall Primary School share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Moor Hall Primary School in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will Moor Hall Primary School use the personal data it collects about me?

Moor Hall Primary School will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date, and not keep it for longer than is necessary. Moor Hall Primary School is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Moor Hall Primary School contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that Moor Hall Primary School holds about me?

Moor Hall Primary School at your request, can confirm what information we hold about you and how it is processed. If Moor Hall Primary School does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Moor Hall Primary School or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.

- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Moor Hall Primary School accepts the following forms of ID when information on your personal data is requested:

current passport bearing a photograph and signature, or
driving license, bearing a photograph and signature.

If you do not hold a current passport or driving license two copies of other identification documents may be accepted as an alternative, such as:

birth certificate;

utility bill from preceding three months bearing current address;

current vehicle registration document;

bank statement from preceding three months;

current rent book.

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Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer contact details
Contact Name:	Adam Hall
Address line 1:	Moor Hall Primary School
Address line 2:	Rowallan Road
Address line 3:	Sutton Coldfield
Address line 4:	Birmingham
Address line 5:	B75 6RE
Email:	dpo@moorhall.bham.sch.uk
Telephone:	0121 675 3966



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Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on [insert date] and is issued on a version controlled basis under the signature of [insert name and job title].

Signature:

Date:

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	Adam Hall	16/05/18