



## PRIVACY NOTICE - STAFF

### Who Will Own My Data Once I Submit It?

Bishop Heber High School

### Why Do You Need My Information?

We process personal data relating to those we employ in order to administer payroll, pensions, training and appraisal, monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of the school.

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

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information)
- Personal identification (such as passport, driving licence and birth certificate)
- CCTV footage, audio & video conferencing recordings and other information obtained through electronic means, such as smart card, swipe cards and door badges

### What Allows You To Use My Information?

We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections [113 and 114 of the Education Act 2005](#). This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

Under the [Regulation of Investigatory Powers Act 2000](#), [Computer Misuse Act 1990](#) and [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#), we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

### Who Will My Information Be Shared With?

We are required, by law, to pass on some of this personal data to:



- our local authority
- the Department for Education (DfE)
- Tour companies providing school trips
- School photography companies
- Third Party service providers to help us to provide relevant services, such as school information management systems, careers advice, audio & video conferencing and professional auditors

For more information about the department's data sharing process, please visit the [Department of Education's website](#).

We may share your data with health partners, law enforcement agencies, performance management partners, the Local Education Authority and Secure Waste partners.

### **Do I Have To Provide This Information And What Will Happen If I Don't?**

When employed by the school, your information is required in order to fulfil your contractual obligations.

### **How Long Will You Keep This Data For And Why?**

We hold your data for 6 years after the termination of your employment, unless the member of staff is part of any case which falls under the terms of reference of the IICSA (<https://www.iicsa.org.uk/>). If this is the case then the file will end to be retained until IICSA enquiries are complete. This is accordance with our IRMS Retention Schedule and the Limitation Act 1980 (Section 2).

### **How Will My Information Be Stored?**

Your information will be held on the school's information management system and backed up both to onsite servers and the cloud. The system is encrypted.

Any hard copies will be stored in locked filing cabinets.

### **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act and General Data Protection Regulation, you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your child's educational record, contact [dataprotection@bishopheber.cheshire.sch.uk](mailto:dataprotection@bishopheber.cheshire.sch.uk) or complete and return a Subject Access Request form available on the school website at [www.bishopheber.cheshire.sch.uk](http://www.bishopheber.cheshire.sch.uk).

You also have the right to:

- 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.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

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.

- Email: [dataprotection@bishopheber.cheshire.sch.uk](mailto:dataprotection@bishopheber.cheshire.sch.uk)
- By post: Data Protection Officer, Bishop Heber High School, Chester Road, Malpas SY14 8JD

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

## Will This Information Be Used To Take Automated Decisions About Me?

No.

## Will My Data Be Transferred Abroad and Why?

Yes.

The school shares limited personal data with Renaissance including:

Student data:

- first and last name,
- gender,
- date of birth,
- year group,
- class or form group, and
- the student is currently on roll.

Staff data:

- title,
- first and last name
- they are a current member of staff

Renaissance provide online, reading progression services to the school (Accelerated Reader / Star Reading Test). Renaissance sometimes shares data with its parent company, Renaissance Learning Inc, in the USA to fulfil its services to the school.



# BISHOP HEBER HIGH SCHOOL

RESPECT • OPPORTUNITY • ACHIEVEMENT



The school has ensured appropriate contract clauses are in place to ensure data protection requirements are adhered to.

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