

LODDON INFANT & NURSERY SCHOOL
KITTENS LANE
LODDON
NORFOLK
NR14 6JX
Tel: 01508 520118



Headteacher: Mr R Burbage
www.loddonprimaryfederation.co.uk

LODDON JUNIOR SCHOOL
KITTENS LANE
LODDON
NORFOLK
NR14 6JX
Tel: 01508 520392

GDPR privacy notice for the school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about the **school workforce (including employees, governors, volunteers and contractors)**.

We, Loddon Primary Federation, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mrs Michelle Doughty (see 'Contact us' below).

The personal data we hold

The categories of your information that we may collect, process, hold and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, date of birth, address and home contact details including email and telephone, marital status)
- special categories of data including characteristics information such as gender, ethnic group, religious beliefs
- contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information)
- bank details and national insurance number
- employment history including start and end dates, references
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant health and medical information including disability
- next of kin and emergency contacts
- criminal record and DBS information
- details of any disciplinary or grievance procedures in which you have been involved (including any warnings issued)
- assessment of your performance information including appraisals, professional development reviews

The school may collect this information in a variety of ways for example data might be collected through application forms or CV's; obtained from your passport or other identifying documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments. In some cases the school may collect personal data about you from third parties such as references supplied by former employers, information from employment background checks and criminal record checks permitted by law.

Why we collect and use this information

We use your data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid

The lawful basis on which we process this information

We only collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
- compliance with a legal obligation
- the legitimate interests of the school
- to carry out obligations or exercise rights under employment law
- the individual who the data is about has given personal consent
- to protect an individual's vital interests (this applies only in the cases of life or death)
- administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where it is necessary for:

- health/medical safeguards
- monitoring equal opportunities and the rights of individuals

Collecting this 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 data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

When should this information be provided

We expect to be in receipt of your data before your contract begins. If you do not provide data relevant to statutory or contractual obligations and we cannot fulfil your contract you may not be able to take up your role.

Automated decision making

Employment decisions are not based on automated decision making.

Storing this information

We hold your data for the length of time you work at our school. We may also keep it beyond if this is necessary to comply with our legal obligations.

Who we share this information with

We routinely share this information with the following third parties. This data is shared via RM Integris and the DfE's secure website:

- our local authority
- the Department for Education (DfE)
- we do not transfer our data outside of the European Economic Area (EEA)

Why we share school workforce information

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

Local authority

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

Who	How the data enters your school	What information do we share	Why?	Who has access to it	Where it is held	Can you refuse it?	How long it is held for	Is it transferred to or from third parties?
RM Integris	Staff registration forms	Personal information eg name, address, date of birth Qualifications NI number	This is the programme that stores all pupil information that we have a statutory duty to hold.	Office staff and Headteacher	RM secure servers, encrypted and password protected	No	Until you leave the school + 6 months	No
PupilAsset	From RM Integris	Name and email address	To allow access to pupil data	Office staff	This information is password protected and stored securely on PupilAsset servers.	No	Until you leave the school + 6 months	No
SAS (Schools Advisory Service)	Staff registration forms	Contracts	To ensure your contracts are correct, and offer you protection regarding contracts	Office staff and Headteacher	This information is password protected and stored securely on SAS servers, and on a password protected area of our server.	No	Until you leave the school + 6 months	Yes
Educator Solutions Payroll	Staff registration forms	Contracts	To ensure that you are paid correctly	Office staff and Headteacher	This information is password protected and stored securely on NCC servers, and on a password protected area of our server.	No	Until you leave the school + 6 months	Yes
Safeguarding – MASH, Police, NHS, LADO		Information as required / requested	To ensure all staff are safe	Safeguarding Team	Locked Safeguarding files in each school, and securely on an encrypted area of Office365 accessible only to the Safeguarding Team	No	Until you leave the school + 6 months	Yes
DBS		Name, role, Date of Birth, Gender, Address	To ensure all staff are safe	Office staff and SLT	Password protected on DBS secure site	No	Until you leave the school + 6 months	Yes

Who	How the data enters your school	What information do we share	Why?	Who has access to it	Where it is held	Can you refuse it?	How long it is held for	Is it transferred to or from third parties?
Educator Solutions – Star Accounts		Unique identifier, Name, Date of Birth, Gender, Family Links	To ensure that you are paid correctly	Office staff and Headteacher	This information is password protected and stored securely on NCC servers, and on a password protected area of our server.	No	Until you leave the school + 6 months	No
Hamilton Trust		Name, Year group, email	To allow you access to classroom resources	Office staff	Password protected on Hamilton Trust website	Yes	Until you leave the school + 6 months	No
NAHT	You registering with union	Name, Role, Date of Birth, Gender, Address	Information passed to union if you are a member	Office staff	Password protected on NAHT website	Yes	Until you leave the school + 6 months	No
NASUWT	You registering with union	Name, Role, Date of Birth, Gender, Address	Information passed to union if you are a member	Office staff	Password protected on NAHT website	Yes	Until you leave the school + 6 months	No
NEU	You registering with union	Name, Role, Date of Birth, Gender, Address	Information passed to union if you are a member	Office staff	Password protected on NAHT website	Yes	Until you leave the school + 6 months	No
NCTL	You registering with NCTL	Name, Role, Date of Birth, Gender, Address	Information passed to NCTL if you are completing a course	Office staff	Password protected on NCTL website	Yes	Until you leave the school + 6 months	No
Teachers2Parents	Parents completing the school registration forms	Contact details	Communication with parents in a secure environment	Office staff and Senior Leadership Team	This information is password protected and stored securely on Teachers2Parents servers.	Yes	Until your child leaves the school + 6 months	No
JC Comtech		Pupils names and classes	To enable pupils to save work on the server, and have personal login details	Office staff	RM Integris	Yes	Until your child leaves the school + 6 months	No

Who	How the data enters your school	What information do we share	Why?	Who has access to it	Where it is held	Can you refuse it?	How long it is held for	Is it transferred to or from third parties?
Pearson Education – Activelearn (BugClub)		Pupils name, Year group, Class, Date of Birth	Enable pupils to access online materials to support their learning	Office staff	The information is stored on Pearson secure servers until deletion.	Yes	Until your child leaves the school + 6 months	No
Class Dojo	Parents completing the school registration forms	Pupils names and class Parent email addresses	Communication with parents in a closed secure online environment	Teachers have access to this information.	This information is password protected and stored securely on ClassDojo servers.	Yes	Until your child leaves the school + 6 months	No
BACS		Name, Address, Contact details, School name	BACS need these details to pay invoices	Office staff	BACS portal	Yes	Information deleted after a year	No
Barclays	Signatory information	Name, Address, Contact details, School name	To enable cheques to be signed and Barclaycard to be used	Office staff and SLT	Barclays secure servers	Yes	Until you are not a signatory	No
ParentHub	Parents completing the school registration forms	Personal information – parents phone numbers	Communication with parents in a secure environment	Office staff and Senior Leadership Team	This information is password protected and stored securely on ParentHub servers.	Yes	Until your child leaves the school + 6 months	No
Pearson Education – Activelearn (BugClub)		Pupils name, Year group, Class, Date of Birth	Enable pupils to access online materials to support their learning	Office staff	The information is stored on Pearson secure servers until deletion.	Yes	Until your child leaves the school + 6 months	No
ParentHub	Parents completing the school registration forms	Personal information – parents phone numbers	Communication with parents in a secure environment	Office staff and Senior Leadership Team	This information is password protected and stored securely on ParentHub servers.	Yes	Until your child leaves the school + 6 months	No
NGA	You registering with NGA	Name, Date of Birth, Gender, Contact details	Information passed to NGA if you are a member	Clerk to the Governors	Password protected on NGA website	Yes	Until you leave the governors + 6 months	No
Twinkl	You registering with Twinkl	Name, Date of Birth, Gender, Contact details	To enable access to classroom resources	Office staff	Password protected on Twinkl website	Yes	Until you leave the school + 6 months	

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr Richard Burbage, Headteacher 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
- claim compensation for damages caused by a breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing.

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

You have the right to withdraw consent at any time; you can do this by contacting the school in writing.

Keeping safe

- Please ensure your computer is password protected
- Don't give your login details to another member of staff
- Passwords are changed every 90 days
- If you receive work emails on your phone, your phone must be password protected
- Lock your computer when you leave the room
- We recommend using an online, secure diary. If using a paper diary, please write minimal information with children's initials
- Do not save personal data onto an unsecure USB stick

Contact Us

If you would like to discuss anything in this privacy notice, please contact:

Data Controller: Loddon Primary Federation, Kittens Lane, Loddon, NR14 6JX
Tel: 01508 520118
Email: officeinf@loddonprimaryfederation.co.uk

Data Protection Officer: Mrs Michelle Doughty, Loddon Primary Federation, Kittens Lane, Loddon, NR14 6JX
Tel: 01508 520118
Email: officeinf@loddonprimaryfederation.co.uk