Privacy Notice – (How we use information about members of staff)

To run the school and help learning and achievement for our students, **The Merit Pupil Referral Unit** collects and uses information about members of staff. In this document **The Merit Pupil Referral Unit** is referred to as 'We' or 'Ours'. Members of staff are referred to as 'You' or 'Your'

Much of the information we collect is classed as 'personal data' and our use of it is covered the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about staff?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Banking details
- Taxation details
- Pension details
- Job application details
- Selection and interview records
- References received
- Identity verification records
- Performance assessment details
- Information for improving performance
- Annual leave records
- Records of communications
- Photographs of you or images on CCTV
- Information to identify you in school
- Records of transactions
- Information about the use of school IT systems
- Information about consultation with other professionals

We also are required to collect and use information that is given additional protection under the GDPR, for example;

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments

Why we collect and use this information

We use the information for some, or all, of the, reasons below;

- To enable you to work for us

- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our students
- To enable to you take part in appropriate training and professional development
- To help you to deliver the best support of our student and your colleagues
- To enable you to pay for activities for your child(ren)
- To enable you to pay for meals in school
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the school

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]
  For example: The use of banking information in our payment service

- To meet the terms of a contract
  For example: Recording the amount of annual leave you have taken

- To meet a legal requirement [Article 6(1)(c)]
  For example: Providing information to HMRC

- To protect the vital interests of you or someone else [Article 6(1)(d)]
  For example: Giving your contact details to emergency services

- Delivering a public task [Article 6(1)(b)]
  For example: Keeping records of meeting with parents

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)]
  For example: The use of biometric information to identify you for our catering system

- Information used in the field of employment [Article 9(2)(b)]
  For example: Using information about ethnic origin for equality monitoring purposes

- To protect the vital interests of you or someone else [Article 9(2)(c)]
  For example: providing details of any medical conditions you have in the event of an emergency

- For substantial public interest [Article 9(2)(g)]
  For example: Using information about your health to ensure a safe working environment

Storing your personal data

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example;

- Your personnel file is for 6 years after the date you leave our employ
- Annual appraisals are kept for the current year and then for 5 years
- Records of any accident you have at work are kept for 12 years after the incident

If you'd like to know how long we keep a specific piece of personal data, please contact **the data protection administrator** whose details can be found at the end of this Privacy Notice.

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Your local authority
- HMRC
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a "supplier" or service provider we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the GDPR.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact **the data protection administrator.**

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold can not be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access and to amend your personal data we will need to collect details of what you want and in the first instance you need to contact the data protection administrator. You may also need to supply us with standard information if we need to verify your identity.

Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have to write to ask us to erase it, or to provide it in an electronic format so that you can give to someone else. For some personal data, if we are utilising an automated process to get a decision, then you have the right to object to this and request that a person is involved.

You will be given full details of these rights at your request.

Who to contact?

The school has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of staff work for the data controller.

We recommend that you contact **the data protection administrator**:

Name of Person: **Julie Matthews**
Email address: **jmatthews1@meritpru-stoke.org.uk**
Contact number: **01782 928 980**
Contact address: **Willeton Street, Bucknall, Stoke-on-Trent, Staffordshire, ST2 9JA**

Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

Name of DPO: **GDPR Sentry Limited**
Email address: **support@gdprsentry.com**
Contact number – **0113 804 2035**
Contact address – **4 Highcliffe Court, Greenfold Lane, Wetherby, West Yorkshire, LS22 6RG**

If you have any questions about this privacy notice, please contact the data protection administrator or the Data Protection Officer.

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/ or call 0303 123 1113.