



## **FAIR PROCESSING NOTICE FOR EMPLOYEES**

At Iqra Primary School, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you work for us.

### **Our contact details**

Iqra Primary School, Fernside, off Wexham Road, Slough, SL2 5FF Tel: (01753) 520018

**Our Data Protection Officer is Spencer West LLP and can be contacted at [dpo@iqra.slough.sch.uk](mailto:dpo@iqra.slough.sch.uk)**

### **What personal data do we collect about you? How will we use that personal data?**

When you are employed by us, we will collect and process a wide variety of your personal data. We start by collecting the personal data on your application form and the information that we gathered from you during the recruitment process. This personal data forms the start of your HR file.

In order for you to be employed by us, we will complete a Starter Checklist. On this form, we will collect your name, home address, gender, NI number, date of birth, employment start date and your signature. We will need your P45 form, if you have one. We will also need to see your passport as proof of your right to work in the UK.

In order to pay you, we will need your NI number and your bank account details. We may also receive court orders that require us to make deductions from your pay (eg. non-payment of council tax or child maintenance.)

During your time with us, we will collect information about your health, such as when you are ill, have had an accident, require spectacles or have a medical or dentist appointment. We need to process this personal data in order to fulfil our legal obligations to you as your employer, with your consent (eg. spectacles or a dentist appointment) or as a requirement of your employment contract.

If you become pregnant, we will process your health data in order to assure ourselves, and you, that the workplace is safe for you. You also have rights in the workplace when you are pregnant and we will process your health data and proof of your baby's birth in order to fulfil your rights for maternity leave.

If you wish to take paternity leave, we will process your personal data (your name and your request) in order to fulfil your legal right to do so.

You have the right to request flexible working and we will process your personal data (your name and your request) during this process.

There may come a time that we will be required to process your personal data during a disciplinary or grievance process. This information will likely be your name and statements from other people about you. If you leave us, we will collect personal data from your resignation letter.

We provide pensions for our staff and need to process your name, date of birth, NI number and your salary information in order to do this.

Your image in a photo or video is your personal data. We may wish to use your image on our website or other marketing information in order to promote the firm but will always seek your consent for this. You do not have to agree that we can use your image – it is completely your choice.

We monitor email traffic, but not the content of emails but, in doing so, we may process your personal data, such as your personal email address, your IP address and the MAC address.

During the course of your employment, you will be required to put your name on or sign a wide variety of documents. Your name or signature is your personal data but the contents of the document, unless it is about you, is not your personal data.

We are required to share information about our school employees with the Department for Education under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **What is our legal basis for processing your personal data? How long do we hold your personal data?**

We need a legal basis in order to process your personal data. Most of our processing is because we either have a legal obligation to process the data or because we have a contract of employment with you. On occasion, we will seek your consent to process your personal data but you are free to refuse.

We hold your personal data while you are employed by us and for seven years after due to HMRC requirements. After seven years, your file will be destroyed. We hold school workforce data for the timeframe as specified in the “Records Management Toolkit for Schools v5 2016”

### ***We will process the following personal data because we have a legal obligation to do so:***

- your passport to ensure that you have the right to work in the UK
- your name, home address, gender, NI number, date of birth and signature are processed because we are required to do so by HMRC
- we may receive a court order that require us to make deductions from your pay (eg. non-payment of council tax or child maintenance.)
- we will process your health data if you are ill or have an accident because we have a legal obligation to do so
- if you become pregnant, we will process your health data because we have a legal obligation to fulfil your rights for maternity leave
- if you wish to take paternity leave, we will process your personal data because we have a legal obligation to fulfil your rights for paternity leave
- if you wish to request flexible working and we will process your personal data because we have a legal obligation to fulfil your right to request flexible working
- if you are involved in a disciplinary or grievance process, we will process your personal data because we have a legal obligation to provide a disciplinary or a grievance process
- we have a legal obligation provide pensions for our staff and we need to process your name, date of birth, NI number and your salary information in order to do this

- we are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

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

***We will process the following personal data because we have a contract of employment with you:***

- your application form and the information that we gathered from you during the recruitment process
- we will need your NI number and your bank account details in order to pay you

***We will process the following personal data because you have consented for us to do so:***

- we can only use your image in a photo or video for marketing purposes with your consent. You may withdraw your consent at any time but this will not affect our use of your image while we had your consent.
- we process your health data with your consent if you would like to get VDU spectacles or have a medical or dentist appointment
- we will collect personal data from your resignation letter

***We will process the following personal data because we believe that we have a legitimate interest in doing so:***

- We monitor email traffic, but not the content of emails but, in doing so, we may process your personal data. This processing is necessary for the security of our email system and to prevent misuse.
- During the course of your employment, you will be required to put your name on or sign a wide variety of documents. This use of your personal data is necessary for the running of our business.
- we will process your personal data during our appraisal process as we have a legitimate business interest in appraising our staff and helping you to achieve your best for the business

You have the right to object to our processing your data using legitimate interest. Please speak to us if you have any concerns.

### **Do we use any automated decision making?**

We do not use any automated decision making.

### **Do we transfer your personal data outside of the EU or EEA?**

We do not transfer your personal data outside of the EU.

### **Who do we share your personal data with?**

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to the local authority and the Department for Education (DfE), so that they are able to meet their statutory obligations.

If you require more information about how we and/or DfE store and use your personal data please visit:

- <http://www.slough.gov.uk/search/default.aspx?q=data+protection&s=slough.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **Why we share School Workforce information**

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Local Authority**

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

#### **Department for Education (DfE)**

We share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/expenditure and the assessment educational attainment.

#### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under Sections 113 and 114 of the Education Act 2005. To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

#### **Your rights as a data subject are:**

1. the right to request from us access to your personal data;
2. the right to request from us rectification of your personal data;
3. the right to request from us erasure of your personal data;

4. the right to request from us restriction of processing your personal data;
5. the right to object to our processing of your personal data;
6. the right of data portability;
7. if we are processing your personal data on the basis of your consent, you have the right to withdraw your consent at any time. This does not affect the lawfulness of processing based on your consent before you withdrew it; and
8. You have the right to complain to the ICO.

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 by contacting the Data Protection Officer. If you would like to exercise any of the above rights please contact the Data Protection Officer who will send you our Data subject's rights application form.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.