

**Staff Privacy Notice  
Data Protection Act 2018 and General Data Protection Regulation:**

**How we use your information**

**Why do we collect and use staff information?**

We collect and use staff information under the terms of the Data Protection Act 2018 and General Data Protection Regulation (GDPR), in order to protect the vital interests of our staff (Article 6 of GDPR) whilst ensuring that this is done in the course of our legitimate activities, with appropriate safeguards to ensure that personal data is not disclosed to an external organisation without the consent of the staff (Article 9 of GDPR).

We hold and use the staff data to:

* Support staff CPD
* Monitor progress
* Provide appropriate pastoral care
* Manage HR and payroll
* Monitor safeguarding checks
* Comply with the law regarding data sharing.

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

* Personal information (such as name, address, contact details, emergency contacts)
* Safeguarding checks
* Application documentation
* Appraisals and training records
* Proof of right to work in the UK
* Medical information
* Absence record
* Payroll and contract details

**Storing staff data**

We hold records of safeguarding checks until staff are of retirement age or for ten years, whichever is greater. Individual personnel files and payroll records are retained for six years plus the current year.

**Who do we share staff information with?**

We routinely share staff information with:

* All Saints Schools Trust HR
* Our local authority (Suffolk County Council)
* The Department for Education (DfE)
* Schools Choice HR & Payroll
* Staff absence insurance provider

**Why we share staff information**

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

We share staff data with the DfE on a statutory basis. The Department has robust processes in place to ensure the confidentiality of our data is maintained, and there are stringent controls in place regarding access and use of the data.

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

**Requesting access to your personal data**

Under data protection legislation, staff have the right to request access to information about them that we hold. To make a request for your personal information, please contact the school office.

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; and
* claim compensation for damages caused by a breach of the General Data Protection Regulation.

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/>.

**Contact**

If you would like to discuss anything in this privacy notice, please contact Mrs Tracey Reid in the school office - Tel: 01379 870497; e-mail: t.reid@eyeprimarysuffolk.org