



## Staff Privacy Notice

### 1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

### 2. Responsibilities

- 2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Beaufort and Langley Schools collecting or processing their personal data.
- 2.2 All governors, employees and volunteers of Beaufort and Langley Schools who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

### 3. Privacy notice

#### 3.1 Who are we?

Beaufort and Langley Schools are responsible for the provision of day education for primary aged pupils with a range of cognition and learning special educational needs. Each school is co-located with a separate mainstream primary school. The schools are federated, working under one governing body. In addition to our own staff, we may also employ the services of other professionals for example, from speech therapy and occupational therapy providers.

Our Data Protection Officer for Beaufort School can be contacted here:

- [s.robinson@beaufort.bham.sch.uk](mailto:s.robinson@beaufort.bham.sch.uk)
- Tel: 0121 675 8500

Our Data Protection Officer for Langley School can be contacted here:

- [dpo@langley.bham.sch.uk](mailto:dpo@langley.bham.sch.uk)
- Tel: 0121 675 2929

The personal data we would like to collect from/process on you is:

| Personal data type:                                                                                              | Source (where Beaufort and Langley Schools obtained the personal data from if it has not been collected directly from you, the data subject) |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Special categories of data (such as gender, age, ethnic group)                                                   |                                                                                                                                              |
| Contract information (such as previous employment, start date, hours worked, post, roles and salary information) |                                                                                                                                              |





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| Personal data type:                                                                                | Source (where Beaufort and Langley Schools obtained the personal data from if it has not been collected directly from you, the data subject) |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Work absence information (such as number of absences and reasons) and relevant medical information |                                                                                                                                              |
| Qualifications (and, where relevant, subjects taught)                                              |                                                                                                                                              |
| Photographic records                                                                               |                                                                                                                                              |

The personal data we collect will be used for the following purposes:

- Administering your employment with Beaufort and/or Langley Schools.
- Enabling payment of wages/salary with appropriate deductions.
- Administering tax, national insurance and other agreed deductions from income.

Where the data is stored:

- The school completes a detailed audit which is reviewed annually. This audit indicates where all information held about staff and pupils is stored. Where the information is stored by a third party (e.g. via a website), a record of evidence of that company's compliance with the GDPR is also held

Our legal basis for processing for the personal data:

- Performance of a contract, namely a contract of employment.
- Compliance with legal obligations to ensure all appropriate tax and national insurance payments are made.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable us to make appropriate wages/salary deductions on your behalf.

The special categories of personal data concerned are:

- Trade union membership (if applicable)
- Ethnic origin (if applicable)
- Religious beliefs (if applicable)
- Biometric data (if applicable)
- Health data
- Criminal record/convictions (if applicable)

### 3.2 Consent

As we not relying on consent as the legal basis for processing your data we do not need to seek your permission to process the data. By issuing this notice to you we are fulfilling our legal duty to inform you that the processing is taking place.

### 3.3 Disclosure





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Beaufort and Langley Schools will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

| Organisation and location, including any third country (non-EU) international organisations | Safeguards in place to protect your personal data                                                                         |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| HR Services (Birmingham) for contractual matters, including pay                             | Data submission via secure online portal                                                                                  |
| Online contact system (Teacher to Parent/ Parentmail) (both UK based)                       | Contact information held in secure online portal. Contact details hidden from other users. Cloud based system based in EU |
| Occupational Health/ sickness insurance company (Schools Advisory Service) (both UK based)  | Information transfer via secure online portal. Cloud based systems based in EU                                            |

### 3.4 Retention period

Beaufort and Langley Schools will process personal data for the duration of employment and will store the personal data for 6 years after the termination of employment.

### 3.5 Your rights as a data subject

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Beaufort and Langley Schools refuse your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.



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All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

### 3.6 Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Beaufort and Langley Schools or third parties acting on our behalf, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office and Beaufort and Langley Schools' Data Protection Officers.

The details for each of these contacts are:

|                 | <b>Supervisory authority contact details</b> | <b>Data Protection Officer contact details (Beaufort)</b>                            | <b>Data Protection Officer contact details (Langley)</b>             |
|-----------------|----------------------------------------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Contact Name:   | Information Commissioner's Office            | Steve Robinson                                                                       | Deb Steggall                                                         |
| Address line 1: | Wycliffe House                               | Beaufort School                                                                      | Langley School                                                       |
| Address line 2: | Water Lane                                   | Stechford Road                                                                       | Trinity Road                                                         |
| Address line 3: | Wilmslow                                     | Hodge Hill                                                                           | Sutton Coldfield                                                     |
| Address line 4: | Cheshire                                     | Birmingham                                                                           | Birmingham                                                           |
| Address line 5: | SK9 5AF                                      | B34 6BJ                                                                              | B75 6TJ                                                              |
| Email:          | casework@ico.org.uk                          | <a href="mailto:s.robinson@beaufort.bham.sch.uk">s.robinson@beaufort.bham.sch.uk</a> | <a href="mailto:dpo@langley.bham.sch.uk">dpo@langley.bham.sch.uk</a> |
| Telephone:      | 0303 123 1113 (local rate)                   | 0121 675 8500 (opt 3)                                                                | 0121 675 2929                                                        |

### 3.7 Privacy statement



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## Staff Privacy Notice

Read more about how and why we use your data on the school website.

### 4. Online privacy statement

#### Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as:

"any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

#### How we use your information

This privacy notice tells you how we, Beaufort and Langley Schools, will collect and use your personal data for contractual and safeguarding purposes.

#### Why do Beaufort and Langley Schools need to collect and store personal data?

In order for us to provide you with employment, we need to collect personal data for pay purposes, safer recruitment, performance management and overviews of the workforce. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes we would contact you for additional consent.

#### Will Beaufort and Langley Schools share my personal data with anyone else?

We may pass your personal data on to third-party service providers contracted to Beaufort and Langley Schools in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

#### How will Beaufort and Langley Schools use the personal data it collects about me?

Beaufort and Langley Schools will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date, and not keep it for longer than is necessary. Beaufort and Langley Schools is required to retain information in accordance with the law, such as information needed for income tax and audit purposes.



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How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

### Under what circumstances will Beaufort and Langley Schools contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

### Can I find out the personal data that Beaufort and Langley Schools hold about me?

Beaufort and Langley Schools at your request, can confirm what information we hold about you and how it is processed. If [Beaufort and Langley Schools do hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Beaufort and Langley Schools or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.
- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

### What forms of ID will I need to provide in order to access this?

Beaufort and Langley Schools accepts the following forms of ID when information on your personal data is requested:



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current passport bearing a photograph and signature, or  
driving license, bearing a photograph and signature.

If you do not hold a current passport or driving license two copies of other identification documents may be accepted as an alternative, such as:

birth certificate;

utility bill from preceding three months bearing current address;

current vehicle registration document;

bank statement from preceding three months;

current rent book.

#### Contact details of the Data Protection Officer / GDPR Owner:

|                 | <b>Data Protection Officer contact details (Beaufort)</b>                            | <b>Data Protection Officer contact details (Langley)</b>             |
|-----------------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Contact Name:   | Steve Robinson                                                                       | Deb Steggall                                                         |
| Address line 1: | Beaufort School                                                                      | Langley School                                                       |
| Address line 2: | Stechford Road                                                                       | Trinity Road                                                         |
| Address line 3: | Hodge Hill                                                                           | Sutton Coldfield                                                     |
| Address line 4: | Birmingham                                                                           | Birmingham                                                           |
| Address line 5: | B34 6BJ                                                                              | B75 6TJ                                                              |
| Email:          | <a href="mailto:s.robinson@beaufort.bham.sch.uk">s.robinson@beaufort.bham.sch.uk</a> | <a href="mailto:dpo@langley.bham.sch.uk">dpo@langley.bham.sch.uk</a> |
| Telephone:      | 0121 675 8500 (opt 3)                                                                | 0121 675 2929                                                        |

#### **Document Owner and Approval**

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

This policy was approved by the Governing Body on Monday 20<sup>th</sup> May 2019 and is issued on a version controlled basis under the signature of the DPO.

Signature: S. Robinson

Date: 20<sup>th</sup> May 2019

#### **Change History Record**



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## Staff Privacy Notice

| Issue | Description of Change                               | Approval | Date of Issue |
|-------|-----------------------------------------------------|----------|---------------|
| 2.00  | Further information recorded re information storage | SR       | 20.5.19       |
|       |                                                     |          |               |

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