

Privacy Notice for Workforce, including Governors and Volunteers

Name of data controller: The Vyne Community School

Introduction

Under data protection law, individuals have a right to be informed about how our 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 **individuals we employ, or otherwise engage to work at our school.**

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Date of birth, marital status and gender.
- Next of kin and emergency contact numbers.
- Salary, start date, FTE and role.
- Bank account details, payroll records, National Insurance number and tax status information.
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
- Performance information.
- Outcomes of any disciplinary and/or grievance procedures.
- Absence data.
- Copy of driving license.
- Audio and/or video recordings of lessons.

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of.
- Sickness records.

- Photographs and CCTV images captured in school.
- Trade union membership.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

In line with the statutory guidance document Keeping Children Safe in Education (2025) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The purpose of the online search is to uncover any information that may suggest the candidate is:

- A potential safeguarding risk.
- Their appointment may damage the reputation of the school or;
- They are unqualified for the role they have applied for.

Why we use this data

We use the data listed above to:

- Enable you to be paid.
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Support effective performance management.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable equalities monitoring.
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

There are several reasons why we hold, process and share individuals' personal data. Under data protection laws, the lawful reasons for processing personal data include:

- Consent.
- For the performance of a contract.
- To comply with a legal obligation.
- To protect the vital interests of the individual or another person.
- For a task carried out in the public interest.

- For a legitimate interest of the school or one of the organisations it shares data with (e.g. legal adviser) except where those rights are overridden by the interests or fundamental rights and freedoms of the data subject which require protection.

Sometimes the handling of your personal data falls within several of the above lawful grounds.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way.
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for the establishment, exercise or defence of legal claims.
- We need to process it for reasons of substantial public interest as defined in legislation.
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law.
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law.
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent.
- The data concerned has already been made manifestly public by you.
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights.
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities, Government departments or agencies.
- Police forces, courts, tribunals.
- Previous employers in order to undertake pre-employment checks.
- Application forms/CVs or resumes.
- Forms completed by you at the start of or during your employment.
- Correspondence with you.
- Interviews, meetings or other assessments.

How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our Retentions Schedule sets out how long we keep information about staff. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your personal data securely when we no longer need it.

Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- The Local Authority.
- The DfE.
- The Disclosure and Barring Service in order to undertake pre-employment checks and follow -up checks during employment.
- Educators and examining bodies – to meet our legal obligations related to examination processes.
- Our regulator, Ofsted – to meet our legal obligations during the inspection process.
- Suppliers and service providers.
- Survey and research organisations – only with your consent.
- Trade unions and associations – only with your consent.
- Health and social welfare organisations – to fulfil our legal obligations related to your health and wellbeing.
- Professional advisers and consultants – to meet the training needs of the school as a legitimate interest.
- Charities and voluntary organisations – to provide pupils with a range of educational opportunities.
- Police forces, courts, tribunals – where legally required to do so.
- Professional bodies – where legally required to do so.

Why we share school workforce information

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

We are required to share information about our workforce members with our local authority and The Department for Education (DfE) which collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the LA and DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007.

Transferring data internationally

Our servers and storage systems are based in the EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data. We do not transfer data to countries outside the EEA.

Your rights

How to access personal information that we hold about you

You have a right to make a 'subject access request' (SAR) to gain access to personal information that we hold about you. If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for.
- Explain where we got it from, if not from you.
- Tell you who it has been, or will be, shared with.
- Give you a copy of the information in an intelligible form.

If you would like to make a request, please contact us (see 'Contact us' below).

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data.
- Prevent your data being used to send direct marketing.
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected.
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office.

- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: Miss Hannah Roberts – h.roberts@vyne.hants.sch.uk