



The Federated Schools of the Upper Afan Valley

Privacy Notice

How we use school workforce information

In order to effectively support you as an employee at The Federated Schools of the Upper Afan Valley we will be required to gather a range of personal data. This Privacy Notice outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulations (GDPR).

Please could you read the document and keep for your information. Could you sign and date the final “Privacy Notice Agreement” at the end of the document and return this to school for our records that you have given consent for the data we hold in school.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, next of kin, marital status, car details, address, telephone number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles, application form and salary information – including bank details)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- employment details (staff number, EWC reference number)
- medical information (such as occupational health reports)
- safeguarding (DBS, references from previous employers)

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- safeguarding
- emergency procedures for employees

The lawful basis on which we process this information

We ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 and Article 9 of the GDPR from 25 May 2018.

Article 6, GDPR

Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

Article 9, GDPR

As special category data is more sensitive so it needs more protection. For example, information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for as long as necessary. This will depend on the type of data we hold.

Who we share this information with

We routinely share this information with:

- our local authority
- Welsh Government
- Education Workforce Council
- Estyn
- Capita Sims (Management Information System)
- Consortium (ERW)

We also share data with third parties to support you as an employee whilst at school:

- Data for access to Hwb (including Google and Microsoft)
- Data for access to cloud based resources (Apple)
- Data for cashless system (ParentPay)
- Data for catering system (Nationwide)
- Data for text service (Teachers2parents)
- Data for teaching and learning (Iris Connect, PiXL)

There may be other occasions where we will share data with a third party:

- School Educational Visits (Travel Companies / Flights)
- External Competitions (Swans Community Trust Programme)

Please note that some of these third parties are only applicable where appropriate. We will ensure Data Sharing Agreements are in place for all third parties. We will also inform you of any additional third parties as and when they occur.

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union.

Why we share school workforce information

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

Local authority

We are required to share information about our workforce members with our local authority (LA) under The Education (Supply of Information about the School Workforce) (Wales) Regulations 2017 <http://www.legislation.gov.uk/wsi/2017/940/made>

Welsh Government

We share personal data with the Welsh Government (WG) 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

We are required by law, to provide personal data relating to those employed by schools and local authorities to the Welsh Government as part of statutory data collections such as the Pupil Level

Annual School Census (PLASC) linked to the pupil's attainment data relating to both statutory key stage assessments and external examinations such as GCSEs. The law that allows this is The Education (Information About Individual Pupils) (Wales) Regulations 2013.

To find out more go to: The Education (Supply of Information about the School Workforce) (Wales) Regulations 2017 <http://www.legislation.gov.uk/wsi/2017/940/made>

The Welsh Government may share personal data relating to those employed by schools and local authorities with third parties who promote the education or well-being of children in Wales by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The NPD is a secure website, with access restricted to authorised users only. Access to the database is strictly controlled via allocated User IDs and passwords. Individuals wishing to apply for access to the NPD will be required to complete an application form to determine their level of permissions. Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh Government disclosure rules to ensure that individual pupils cannot be identified.

Further information can be found by accessing the IMS web pages at: www.wales.gov.uk/ims
For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

Further information can be found on the website at: www.gov.wales/School Data

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact **the Headteacher**

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 Data Protection regulations

In the event you wish to withdraw your consent to use of this information or amend any information you may notify the School at any time who will consider any request.

There is some information to which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to legal proceedings.

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have

handled your personal data, you can contact the Headteacher who will investigate the matter.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mr Cedric Burden
Acting Headteacher
01639 850237
BurdenC@hwbmail.net



The Federated Schools of the Upper Afan Valley

Privacy Notice – School Employees

Agreement

Where the data processing is as a result of a legal obligation (i.e. Education legislation etc.)?

In signing this form I hereby agree to the personal information contained in this document being used by The Federated Schools of the Upper Afan Valley in respect of provisions to which The Federated Schools of the Upper Afan Valley is legally obliged to collect and process.

The Federated Schools of the Upper Afan Valley is the data controller for personal information referred to in this Privacy Notice. Your information will be used in the exercise of our official authority pursuant and as prescribed by statute and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary. In the event you wish to withdraw your consent to use of this information you may notify the The Federated Schools of the Upper Afan Valley at any time. Please note that in the event your consent is withdrawn, The Federated Schools of the Upper Afan Valley will be unable to perform the services to which this agreement has been entered into.

Failure to provide valid information may affect the nature of the services that The Federated Schools of the Upper Afan Valley is able to undertake.

In the event of any queries regarding use of your personal data, wish to have access to the same, or to make any complaint regarding the collection please contact the Headteacher.

Where the data process is based on a task carried out in the public interest (provision of education and other related issues)?

In signing this form I hereby agree to the personal information contained in this form being used by The Federated Schools of the Upper Afan Valley.

The Federated Schools of the Upper Afan Valley is the data controller for personal information you provide on this form. Your information will be used in the exercise of our official authority (as prescribed by statute) and will not be used for any other purpose. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify The Federated Schools of the Upper Afan Valley at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Headteacher.

Where the data processing is as a result of an agreement (i.e. After School Club provision, sports clubs, library membership etc)?

In signing this form I hereby agree to the personal information contained in this form being used by The Federated Schools of the Upper Afan Valley.

The Federated Schools of the Upper Afan Valley is the data controller for personal information referred to in this Privacy Notice. The information is gathered for the purposes of employment, recruitment and retention, salary payment, safeguarding, teaching and learning, access to Hwb, access to cloud based resources, cashless system, catering system and for the text service to staff. We will not share your data with third parties unless we are required or permitted to do so by law. We will share your data securely with third parties under our data sharing agreement with the third parties noted in this document. This information will be held by The Federated Schools of the Upper Afan Valley for a period that is no longer than necessary.

In the event you wish to withdraw your consent to use of this information you may notify the The Federated Schools of the Upper Afan Valley at any time. Please note that in the event your consent is withdrawn, The Federated Schools of the Upper Afan Valley will be unable to perform the services to which this agreement has been entered into.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Headteacher.

Where the data process is based on the consent of the individual being given (opinion polls, consultation exercises and other types of data gathering)?

In signing this form I hereby agree to the personal information contained in this document being used by The Federated Schools of the Upper Afan Valley.

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In the event you wish to withdraw your consent to use of this information you may notify the The Federated Schools of the Upper Afan Valley at any time.

In the event of any queries regarding use of your personal data or to make any complaint regarding the collection please contact the Headteacher.

Name of employee:

Employment Reference Number:

Signature of employee:

Date: