



**Ysgol Maes y Coed**

**Privacy Statement**

### **How we use school workforce information**

**In order to effectively support you as an employee at the school we will be required to gather a range of personal data. This Privacy Statement outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulation (GDPR).**

**Please could you read this statement and the attached Privacy Notice and keep for your information.**

**For the purposes of this information the School will be classed as a Data Controller in line with the General Data Protection Regulation 2016 and any subsequent data protection legislation.**

**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 special category data is lawful under Article 6 and Article 9 respectively of the GDPR from 25 May 2018.

Further information on Article 6 and Article 9 along with your rights under GDPR may be obtained from the Information Commission's website :- <https://ico.org.uk/>

## 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 and in accordance with the school's retention policy (which is available from the school and/or via the school's website).

## 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 to you 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 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](http://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](http://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 school's data protection officer.

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 regulation

In the event you wish to amend any information you may notify the School at any time who will consider any request.

There is some information 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 may 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 school's data protection officer who will investigate the matter.

## Further information

If you would like to discuss anything in this privacy statement or attached notice, please contact the school's data protection officer at:- **Ysgol Maes y Coed, Main Road, Bryncoch, Neath, SA10 7TY**



## Ysgol Maes y Coed

### Privacy Notice

1. In providing us with your personal information you hereby acknowledge that the School is the Data Controller for all the personal information you provide to us or have previously provided to us (for the purpose of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA)).
2. The personal data which we collect from you will be used by the school (pursuant to it carrying out its various statutory and non-statutory functions) for the following purposes:-
  - 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
3. As a Data Controller the school is required under GDPR to inform you which of the Article 6 GDPR “Data Processing Conditions” it is relying upon to lawfully process your personal data. In this respect please be advised that in regards to the data provided by you on this form we are relying on the following two Article 6 conditions;
  - i. “The data processing is necessary for compliance with a legal obligation to which the controller is subject”. (Article 6(c) GDPR).
  - ii. “The data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.” (Article 6(e) GDPR).
4. We may share your personal data securely with the following third parties (i.e. persons/bodies/entities outside the school) in accordance with data sharing arrangements which we have in place with those third parties:-
  - our local authority

- Welsh Government
- Education Workforce Council
- Estyn
- Capita Sims (Management Information System)
- Consortium (ERW)
- Google and Microsoft
- Apple
- ParentPay
- Nationwide
- Teachers2parents
- Iris Connect, PiXL
- Travel Companies / Flights
- Swans Community Trust Programme

5. The personal information collected from you will be held by the school in accordance with the school's retention policy (which is available from the school and/or via the school's website).
6. Please note that we are required to collect certain personal data under statutory requirements and in such cases a failure by you to provide that information to us may result in the school being unable to provide you with a service and/or could render you liable to legal proceedings.
7. We would inform you that under Article 21 GDPR you have the right at any time to object to the school about the fact that we are processing your personal data for the purposes of carrying out a public task or exercising our official authority.
8. The school will not transfer any of your personal data outside of the European Union. All processing of your personal data by us will be carried out in the United Kingdom or other European Union countries.
9. The school will not use your personal data for the purposes of automated decision making.
10. Please be advised that under GDPR individuals are given the following rights in regards to their personal data:
  - i. The right of access to their personal data held by a data controller.
  - ii. The right to have inaccurate data corrected by a data controller.
  - iii. The right to have their data erased (in certain limited circumstances).
  - iv. The right to restrict the processing of their data by a data controller (in certain limited circumstances).
  - v. The right to object to their data being used for direct marketing.
  - vi. The right to data portability (i.e. electronic transfer of data to another data controller).

Further information on all the above rights may be obtained from the Information Commissioner's website: [www.ico.org.uk](http://www.ico.org.uk).

11. In the event that you have any queries regarding our use of your personal data, you wish to have access to the same or you wish to make any complaint regarding the processing of your personal data please contact the School's Data Protection Officer at Ysgol Maes y Coed.
12. Please be advised that in the event that you make a request or a complaint to the School's Data Protection Officer and you are dissatisfied with the school's response you are entitled to complain directly to the Information Commissioner's Office. Details of the Commissioner's Office contact details and further information on your rights may be obtained from the Commissioner's website – [www.ico.org.uk](http://www.ico.org.uk).