 

**CROCKERTON CHURCH OF ENGLAND VA PRIMARY SCHOOL**

**VISION STATEMENT**

Within the love of God together we live, learn, care, and celebrate.

For each other and for ourselves we aim for the best.

Potters Hill

Warminster

Wiltshire

BA12 8AB

Telephone: 01985 212168

Email: admin@crockerton.wilts.sch.uk

Website: <https://crockerton.wilts.sch.uk/>

Headteacher: Mrs N Ilic

**School Workforce Privacy Notice**

This is a single policy which has been written on behalf of the Governing Body for Crockerton Church of England VA Primary School.

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| **Written** | March 25 |
| **Reviewed** |  |
| **Author** | Data Protection Officer & Governors |
| **Next Review** | March 26 |

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# Introduction

## We are committed to protecting the privacy and security of your personal data. This Privacy Notice explains how we collect, use, and protect the personal data of our employees, contractors, volunteers, and other members of the school workforce. It also outlines your rights regarding your personal data and how you can exercise them.

# Who We Are

## We are Crockerton Church of England VA Primary School [the School], located at address above. For data protection purposes, the School is the “data controller” of the personal data you provide to us.

# The Personal Data We Collect

## We collect a range of personal data about our workforce, including:

* **Personal Identification Information**: Name, date of birth, gender, home address, telephone numbers, email addresses, national insurance number.
* **Employment Information**: Recruitment information (including copies of right to work documentation, references, qualifications, and employment history), contract information, payroll information, bank account details, salary, pension, and benefits information.
* **Performance and Disciplinary Information**: Records related to performance appraisals, disciplinary records, and absence records.
* **Sensitive Data**: Information about medical conditions, disabilities, ethnic origin, trade union membership, and criminal records (where applicable).

# How We Use Your Personal Data

## We use the personal data of the school workforce for the following purposes:

* **Employment and Contract Management**: To manage and administer your employment or work with the school, including payroll, pensions, benefits, and contract management.
* **Compliance with Legal Obligations**: To comply with employment, health and safety, and education law, such as safeguarding and equal opportunity requirements.
* **Performance Management**: To manage staff performance, training, and development needs.
* **Health and Safety**: To ensure a safe working environment and manage absence due to illness or injury.
* **Communication**: To maintain effective communication within the school, including providing information about changes in policies, practices, and school events.

# Legal Basis for Processing

## We process personal data under the following legal bases:

* **Contractual Obligation**: Processing is necessary for the performance of your employment contract.
* **Legal Obligation**: Processing is necessary to comply with our legal duties, such as reporting to HMRC or ensuring health and safety.
* **Legitimate Interests**: Processing is necessary for our legitimate interests, such as managing our workforce, provided these interests are not overridden by your rights and freedoms.
* **Consent**: In certain circumstances, when no other legal basis applies, we may request your consent to process specific personal data, such as for optional training or staff events.

# Data Sharing and Third Parties

## We may share your personal data with third parties, including:

* **Payroll Providers**: To manage salary payments and deductions.
* **Pension Schemes**: To administer pension contributions and benefits.
* **Regulatory Bodies**: Such as Ofsted, HMRC, and other government departments as required by law.
* **Professional Advisors**: Including legal and HR advisors.
* **Occupational Health Services**: For health assessments and managing return-to-work processes.

## All third parties with whom we share data are required to take appropriate security measures to protect your personal data in line with our policies.

# International Data Transfers

## We do not routinely transfer personal data outside the UK. If international transfers are necessary, we will ensure appropriate safeguards are in place to protect your data.

# Data Retention

## We retain personal data for as long as necessary to fulfil the purposes for which it was collected, including meeting any legal, accounting, or reporting requirements. Typically, workforce records are retained for seven years after the end of employment.

# Your Data Protection Rights

## You have the following rights concerning your personal data:

* **Access**: The right to request access to the personal data we hold about you.
* **Rectification**: The right to request that we correct any inaccuracies in your personal data.
* **Erasure**: The right to request the deletion of your personal data in certain circumstances.
* **Restriction of Processing**: The right to request that we limit the processing of your data.
* **Object to Processing**: The right to object to the processing of your personal data, particularly if we are processing it based on legitimate interests.
* **Data Portability**: The right to request the transfer of your data to another organisation in a structured, commonly used format (applies in limited circumstances).

## To exercise any of these rights, please contact us at [School Contact Information].

# How We Protect Your Data

## We take the security of your personal data seriously. We have implemented appropriate technical and organisational measures to protect your data from unauthorised access, disclosure, alteration, or destruction.

# Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in our practices, legal requirements, or operational needs. We will notify you of any significant changes and encourage you to review this notice regularly. The date of the last update is shown at the bottom of this notice.

# Contact Information

## If you have any questions about this Privacy Notice or how we handle your personal data, please contact:

* Our School Office

As above

**Or**

* **Our Data Protection Officer (DPO)**:
  + **Jeremy Shatford**
  + **Email**: [dpo@jeremyshatford.co.uk](mailto:dpo@jeremyshatford.co.uk)

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