



PRIVACY NOTICE:

Staff and Governors

Name	Privacy Notice: staff and governors		
Agreed by	Full Governing Body		
Date agreed	4 th March 2025	Review date	Spring 2027
Signed & dated			

Who we are

Malmesbury Primary School is the data controller for the processing described in this privacy notice. Our ICO registration number is Z6227801.

The School's Data Protection Officer is Naomi Korn Associates Ltd. You can contact them at IG@Connetix.co.uk or 020 3475 5122.

Malmesbury Primary School Privacy Notice – Staff

This privacy notice describes what data we collect about you as a member of staff and how we use it.

The data do we collect

When you apply for a job, we will collect application data including contact details, records of employment and references. This may include DBS checks or records of criminal convictions.

If you are appointed a member of staff, we will collect contact details, proof of ID, bank details, national insurance numbers, trade union affiliation for the purpose of paying your subscription, next of kin information, ethnicity and health information and copies of our contract with you.

Throughout your employment we will generate records of your work with us, including attendance, sickness absence, salary payment information.

When you leave your employment with us, we will retain relevant personnel information for legal and contractual reasons for specified periods in accordance with our retention periods.

In most cases the source of the data we process about you is yourself, in your application and through the course of your employment. We may receive data from third parties such as referees or via the DBS screening process.

The purpose and legal basis of the processing

The school's purpose for processing your data is to manage your employment as a member of staff and meeting its obligations as an education provider. This may include sharing your data with other organisations or aggregating your data with other staff for analysis and reporting.

In most cases the legal basis for processing your personal data is where it is necessary for the performance of your contract with us,

In certain situations, the school will process your data in accordance with a legal obligation, including the Education Act 1996, the Equality Act 2010 and Health and Safety legislation.

For teaching and assessment, the school will process your data as part of its public task as an education provider.

Where we collect special category data, such as health or ethnicity data, or data relating to criminal convictions, we will do so in order to meet our obligations under employment, equality and health and safety law.

Who we share the data with

The school is required by law to share your data with local authority, the Department for Education (DfE) and other relevant government agencies.

As part of your salary payments, we will provide data to the HMRC for the purpose of collecting tax and national insurance contributions, pension and salary sacrifice providers and your trade union if you have authorised a subscription contribution.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We will also share information about you with third parties such as our contracted data processors (such as our HR provider), training providers and external auditors as necessary for the school's mission and objectives.

How long we keep your data for

The school retains staff information according to its retention schedule. Retention periods are based on legal and contractual obligations and the GDPR 'storage limitation' principle.

Malmesbury Primary School Privacy Notice for Governors

This privacy notice describes what data we collect about you as a governor and how we use it.

The data we collect

In relation to your role as governor we collect:

- Name,
- Date of birth,
- Contact details including postcodes,
- Governance role details including start and end dates, governor ID.

If you are appointed as a governor, throughout your appointment we will generate records of your work with us including:

- Attendance,
- Sickness absence
- Relevant ethnicity
- Relevant health information.

Most data is provided by you when completing an application for the role and is mandatory. Any voluntary information will be marked as such. Some information will be created during the your time as a governor of the school or from referees or the DBS screening process.

The purpose and legal basis of the processing

The school's purpose for processing your data is to manage your role as a governor and meeting its obligations as an education provider.

In certain situations, the school will process your data in accordance with a legal obligation, including the Education Act 1996, the Equality Act 2010 and Health and Safety legislation.

For your governance responsibilities, the school will process your data as part of its public task as an education provider.

Where we collect special category data, such as health or ethnicity data, or data relating to criminal convictions, we will do so in order to meet our obligations under equality and health and safety law.

Who we share the data with

We routinely share your information with:

- The local authority,
- The Department for Education.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of conducting checks on your suitability for work with children.

We will also share information about you with third parties such as our contracted data processors (such as our HR provider), training providers and external auditors as necessary for the school's mission and objectives

Information for staff and for governors

International data transfers

Where [SCHOOL] shares data outside of the UK or European Economic Area, we will ensure that the transfer is to country with adequate data protection laws or have an appropriate safeguard in place.

Your rights in regard to your data

The GDPR includes a range of rights for individuals around their data:

- Right of access (or "Subject Access Request", "SAR" or "DSAR")
- Right to rectification
- Right to erasure (or "right to be forgotten")
- Right to restrict the use of personal information
- Right to data portability
- Right to object to the use of personal information (including to object to direct marketing, automated decision making and profiling)

- Right to withdraw consent

If you want to use your rights, for example, by requesting a copy of the information held about you, please contact the School Business Manager at Malmesbury Primary School.

Requests are in most cases free, and Malmesbury Primary School has 30 days to respond. In exceptional cases 30 days can be expanded to 90 and a fee can be charged.

How long do we keep your data for

The school retains governor information according to its retention schedule. Retention periods are based on legal and contractual obligations and the GDPR 'storage limitation' principle.

The Information Commissioner's Office

The Information Commissioner's Office (ICO) is the UK regulator of data protection law. If you would like to raise a complaint regarding the processing of your personal data by Malmesbury Primary School, please contact the school's Data Protection Officer at Malmesbury Primary School in the first instance. If you are still unsatisfied, you can contact the ICO in a number of ways set out at: <https://ico.org.uk/global/contact-us/>