



Keston Primary School-Data Protection Privacy Notice for the School Workforce

This document describes the information we collect about our employees, and how we use and share this information.

Under data protection legislation, Keston Primary School is the data controller of the personal information we hold. Keston Primary School designates the Headteacher as its representative with regards to data protection.

The postal address of the school is: Keston Primary School, Keston Avenue, Coulsdon, CR5 1HP.

Why do we collect and use your information?

Keston Primary School is a non-profit school funded by the Department for Education (DfE). It is required that personal data is collected & processed in order to enable the effective running of the school, to enable us to pay staff and manage all aspects of employment with the school. We process personal data in order to meet the legal obligations & safeguarding requirements set out in UK employment and childcare law.

The information we hold may include names, addresses and contact details (including next of kin), relevant qualifications, financial data & contractual information. It may also include sensitive personal characteristics such as your ethnic group, language, country of birth, sickness & relevant medical information, as well as performance management data. We also keep photographs of employees for safeguarding and identification reasons.

The information we hold is data that has either been provided to us by you, or other public bodies (such as a previous employers, local authorities or professional bodies), or data which we have gathered (e.g. absence monitoring and performance management) during the course of your employment. Keston Primary School is obliged to record this information in order to carry out its duties as a public body.

The school may identify additional uses of your data, which may be of benefit to its employees or to the school community. Examples may include optional extra-curricular activities, fundraising or promotional activities. We will always seek your consent before using your data for these reasons. If you give consent, you may change your mind at any time.

How long is your data stored for?

Personal data relating to the school workforce is stored in line with the school's **Data Retention Policy**. We keep information for as long as the law requires us to do so, and it is deleted when it is no longer required. You can see further details in the policy on our school website or upon request to the school office.

Will my information be shared?

We do not share information about our workforce with external agencies without prior consent, or unless the law or our policies require us to do so.

We are required to share some personal information with Local Authorities, the DfE, Payroll Providers, Pension Bodies, and our Auditors.

The information shared may include sensitive personal information such as information about health or disabilities where relevant. This information is used to provide the correct services to support our staff and is shared on a strictly need to know basis.

We may also share data with approved third parties or contractors in order to support employee training & development, health and wellbeing. Examples may include training providers, performance management applications, occupational health or service suppliers (such as catering, payment processing services and communication tools).

Requesting access to your personal data

Under data protection legislation, employees have the right to request access to view the information that we hold about them. Requests for access to your personal information must be submitted in writing. You may write a letter to the Headteacher or submit an email a request to Keston.sars@openair.systems

Further information is available in our Data Protection policy, copies of which are available upon request or can be downloaded from the school website. For further queries about the data we hold, please contact the school office on 01737 555103 or by email at office@keston.croydon.sch.uk

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

Online at: <https://ico.org.uk/concerns/>

By post:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

By telephone: 0303 123 113 or 01625 545 745