



MAYFIELD PRIMARY SCHOOL THIRD PARTIES PRIVACY NOTICE **(HOW WE USE THIRD PARTIES' INFORMATION)**

The categories of third parties' information that we collect, process, hold and share include (but are not limited to):

- Personal contact details
- Personal information (such as name, employee or teacher number, national insurance number, address, contact details)
- Special categories of data including characteristics information such as gender, age, ethnic group, public liability insurance
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Payment information
- Evidence of right to work in the UK
- Background checks (including DBS check results, and references from previous employers, qualification checks)
- Qualifications (and, where relevant, subjects taught)
- Image
- Recordings of phone calls

WHY WE COLLECT AND USE THIS INFORMATION

We use the workforce data to:

- To provide a safe and effective learning environment for pupils
- To support the effective performance management of contract
- To facilitate safe recruitment
- To enable organisations to be paid
- To allow better financial modelling and planning
- To enable ethnicity and disability monitoring
- To create security logs and badges
- To safeguard staff and pupils
- To promote the school

THE LAWFUL BASIS ON WHICH WE USE THIS INFORMATION

On 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

- 1 Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (a) Data subject has given consent
 - (b) Necessary for performance of a contract
 - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject
 - (d) To protect the vital interests of the data subject or of another person (such as providing contact and medical information for an emergency)
 - (e) For performance of a task carried out in the public interest or in exercise of official authority
 - (f) Necessary for the purposes of the legitimate interests



Article 9

- 1 Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited
- 2 Paragraph 1 shall apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 – is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records.

COLLECTING THIS INFORMATION

Whilst the majority of information you provide to us is mandatory, (in order to fulfil a contract, or to safeguard pupils), 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.

Voluntary provided data:

Third Parties' are asked to voluntarily provide information including:

- Information about your medical and dietary needs
- Information about your next of kin
- Information about your family and ethnic background
- Information about your family background for the purpose of providing additional support
- Your name and images for use in school promotion
- Your vehicle details

STORING THIS INFORMATION

We hold third parties' data for the length of time recommended by Lancashire County Council, as detailed in the Retention Policy.

Who we share pupil information with

We routinely share this information with:

- Potential employers who request a recruitment reference
- Police
- Third party data processors systems that manage data on our behalf (such as SIMs.net who provide our Information Management System; SIMs FMS the finance management system; Invenry who provide our signing in system; Lancashire County Council's Accounts Payable team)



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.

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation, third parties have the right to request access to information about them that we hold (make a "Subject Access Request"). To make a request for your personal information, contact **The School Business Manager, c/o Mayfield Primary School, School Office**.

You also have the right to:

- Have inaccuracies corrected
- Have information erased
- Prevent direct marketing
- Prevent automated decision-making and profiling
- Data portability

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

CONTACT

If you would like to discuss anything in this privacy notice, please contact **The School Business Manager, c/o Mayfield Primary School, School Office**.

Prepared: Janice Thomason 01.05.18

To be approved by governors: Summer 2018

To be reviewed: Summer 2019