

PRIVACY NOTICE STAFF

Who Will Own My Data Once I Submit It?

Rosebank School

Why Do You Need My Information?

We process personal data relating to those we employ in order to administer payroll, pensions, training and appraisal, monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of the school.

The categories of information that we collect, hold and share include:

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information).

What Allows You To Use My Information?

We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections [113 and 114 of the Education Act 2005](#). This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

Under the [Regulation of Investigatory Powers Act 2000](#), [Computer Misuse Act 1990](#) and [The Telecommunications \(Lawful Business Practice\) \(Interception of Communications\) Regulations 2000](#), we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

Who Will My Information Be Shared With?

We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE).

For more information about the department's data sharing process, please visit the [Department of Education's website](#):

Do I Have To Provide This Information And What Will Happen If I Don't?

When employed by the school, your information is required in order to fulfil your contractual obligations.

How Long Will You Keep This Data For And Why?

We hold personal data for a set period of time depending on legislation, guidelines or codes of practice that specifies the length of time that records must be kept.

Activity	Transaction	Period held
Human Resources	Employee files	25 years
Human Resources	Leave and Time Recording	3 years
Human Resources	Disciplinary and Grievance	25 years
Health and Safety	Accident Reporting	12 years
Health and Safety	Health Assessment	6 years
Payroll and Pensions	Payroll Administration	6 years

A full CWAC Retention and Disposal Schedule for Schools is held in SBM's office.

How Will My Information Be Stored?

The School takes all reasonable steps to ensure that personal data is kept secure by following recognised security and information handling codes of practice. Personal data is stored mainly:-

- on SIMS
- in Oracle (software used for contracts, payroll, absence etc)
- in OHIO if an Occupational Therapy referral is required
- in EVOLVE (software for accident reporting)
- in HR files in locked cabinet, in locked cupboard
- in working files in locked cabinet

What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

To make a request for your personal information, or be given access to your record, contact Carina Baylis, School Business Manager on admin@rosebank.cheshire.sch.uk or 01606 74975.

You also have the right to:

- 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.

Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

For general questions or advice about the school's data protection procedures or to alert us to any issues you may have in the way we may handle your information please contact:

- Carina Baylis
- Email: admin@rosebank.cheshire.sch.uk
- Telephone: 01606 74975

If you prefer, you may contact the School's independent Data Protection Officer direct at:

- School's Data Protection Officer
Cheshire West and Chester Council,
3rd Floor,
Civic Way,
4 Civic Way,
Ellesmere Port,
CH65 0BE
- Email: schoolDPO@cheshirewestandchester.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45's

Will This Information Be Used To Take Automated Decisions About Me?

No

Will My Data Be Transferred Abroad and Why?

No