



Blatchington Mill School

PRIVACY NOTICE FOR THE SCHOOL WORKFORCE

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1. Introduction

Under UK data protection law (known as the General Data Protection Regulation - GDPR), individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or who otherwise engage to work at our school.**

We, Blatchington Mill School, Nevill Avenue, BN3 7BW are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is the School Business Manager (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence and other proof of ID including photographic
- Information about your use of our information and communication systems, equipment and facilities (e.g., school computers).

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Characteristics such as ethnic group, faith, sexual orientation, etc.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.



We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

- a. support your health and wellbeing, and that of others in our school community
- b. enable you to be paid
- c. facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d. support effective performance management
- e. inform our recruitment and retention policies
- f. allow better financial modelling and planning
- g. enable equalities monitoring and to support equality of opportunity
- h. improve the management of workforce data across the sector
- i. support the work of the School Teachers' Review Body
- j. enable you to use the school's online payment platform and the catering system
- k. make sure our information and communications systems, equipment and facilities (e.g., school computers) are used appropriately, legally and safely

3.1 Use of your personal data for marketing purposes

In general, we do not use your personal information for marketing purposes and endeavour to avoid, where possible, the use of software and platforms that may use information collected for marketing purposes.

We may send you information by email or text promoting school events, campaigns, related charitable causes or services that may be of interest to you.

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school and/or using our equipment, we may monitor your use of our information and communication systems, equipment and facilities (e.g., school computers). We do this so that we can:

- comply with health and safety and other legal obligations
- comply with our policies (e.g., safeguarding and child protection policy, online safeguarding policy) and our legal obligations
- keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)



4. Our lawful basis for using this data

We will only collect and use your information when the law allows us to. We need to establish a 'lawful basis' to do this, as set out in [Article 6 of the UK GDPR](#). There are six lawful bases:

- Consent
- Contract
- Legal obligation
- Vital interests
- Public task
- Legitimate interests

Our lawful bases for processing your personal data for the purposes listed in Section 3 above are as follows:

- For the purposes of a, b, c, e, h, k, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school.
- For the purposes of a, b, c, f, k, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of a, b, d, e, f, j, k, in accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- For the purposes of a, in accordance with the 'vital interests' basis – we will use this personal data to protect someone's life
- For the purposes of a, b, c, d, e, h, k, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of a, c, d, f, g, i, k, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent for some categories of information. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in [Article 9 of UK GDPR](#), data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation



- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in [Article 10 of UK GDPR](#), data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments (see section below) or agencies
- Police forces, courts or tribunals
- Previous employers
- Health care or social care professionals
- Social media

6. How we store this data

We keep personal information about you while you work at our school.

We hold data associated with our workforce securely for the set amount of time recommended by the Information and Records Management Service. This is for up to six years (depending on the type of data) after the end of any contract of employment or payment with you, except in situations where the law requires us to retain the data for longer.



We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it. We have procedures in place to dispose of hard copies in line with retention guidance and are reviewing how staff data can be comprehensively removed from our Management Information System. As this is a third party system, our retention schedule is under review in this respect. If you would like further information about this, please contact us (see 'Contact us' below).

7. Who we share data with

We do not share information about you with any third party without consent, unless the law and our policies allow us to do so.

We ensure that we only share the required data and never provide access to more information than is necessary.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Brighton & Hove City Council – to meet our legal and contractual obligations to share certain information with it, such as safeguarding concerns
- Government departments (see section below) or agencies
- Our regulators such as Ofsted
- Suppliers and service providers including our catering provider and a range of organisations providing IT platforms and educational programmes supporting teaching and learning.
- Financial organisations, as required for school operations
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

7.1 Transferring data internationally

We do not share personal information about you with international third parties, where different data protection legislation applies.

If we did need to transfer your personal data to a third-party country or territory, we would contact you for prior consent.



8. How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the DfE policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

8.1 Data collection requirements

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

8.2 Sharing by the Department for Education (DfE)

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE will only share your personal data where it is lawful, secure and ethical to do so and has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

8.3 How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the DfE, you should make a 'subject access request' (SAR). Further information on how to do this can be found within the DfE's personal information charter that is published at the address below:

- <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter> or



- <https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact DfE: <https://www.gov.uk/contact-dfe>

For more information about the DfE's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the DfE has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

9. Your rights

9.1 How to access personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

9.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- In certain circumstances, object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- Have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing



- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

10. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Data Protection Officer & Business Manager

DataProtection@BlatchingtonMill.org.uk

01273 736244

Blatchington Mill School

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