

**Ernest Bevin College
Privacy Notice for
School Workforce**



Strategic Aims

This policy aims to:

- Outline how and why Ernest Bevin College collects personal information and what we do with that information.

Responsibility: Head of IT	Date Approved: Autumn 2021
Approved by: Principal	Review Date: Autumn 2022
Monitored by: Head of IT	Links to other Policies: Privacy Notice for Pupils Data Protection Policy Remote Provision Policy Online Safety Policy

Introduction

This notice is to help you understand how and why Ernest Bevin College collects your personal information and what we do with that information. It also explains the decisions that you can make about your information. If you have any questions about this notice please contact Ernest Bevin College

Personal information

Personal information is information that the School holds about you and which identifies you. This includes information such as your date of birth and address as well as things like ethnicity and National insurance details. CCTV, photos and video recordings of you are also personal information.

Collection and use of information

We collect this information for employment purposes to assist in the running of the school, to enable individuals to be paid and to let others know what we do here. The collection of this information will:

- improve the management of workforce data across the sector
- enable development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring; and
- support the work of the School Teachers' Review Body

Here are some further examples:

- We may use CCTV to make sure the school site(s) are safe. CCTV is not used in private areas such as changing rooms.
- We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:
 - The prevention or detection of crime and/or fraud
 - The apprehension or prosecution of offenders
 - The assessment or collection of tax owed to HMRC
 - In connection with legal proceedings
 - Where the disclosure is required to satisfy our safeguarding obligations
 - Research and statistical purposes, as long as personal data is sufficiently anonymised or consent has been provided
 - We may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects any of our students or staff. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.
- We may share some information with our insurance company to make sure that we have the insurance cover that we need.
- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.
- We will only share your information with other people and organisations when we have a good reason to do so.
- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.
- We will monitor your use of email, the internet and mobile electronic devices e.g. iPads. If you would like more information about this you can read the Acceptable Use Policy.
- Sometimes we use photographs and videos for teaching purposes, for example, to record a drama lesson.
- We may use photographs or videos of you for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after you have left the school. Areas where images/videos may appear externally include:
 - College website
 - College prospectus & Sixth Form Prospectus
 - Open Morning and Evening presentations by the Principal, banners outside college, leaflets & fliers
 - Advertisements for the College to appear in newspapers, magazines, buses, posters, presentations, digital screens & on social media
 - Wandsworth Council 'Choose a Wandsworth Secondary School' booklet
 - College publications including College Calendar, Guide for Families that are distributed to all
 - Bevin magazine, Bevin News & Phoenix magazine
 - College Social media sites including Twitter, Facebook, Linked In
 - In a presentation about Ernest Bevin College and its work, in order to share its good

practice with other schools

- In the media; e.g. if a newspaper photographer or television film crew attend an event.
- We sometimes use contractors to handle personal information on our behalf. Any of our suppliers or contractors need data to enable us to provide services to our staff and students – for example, IT companies. When doing this, we will:
 - Only appoint suppliers or contractors which can provide sufficient guarantees that they comply with data protection law
 - Establish a data sharing agreement with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data we share
 - Only share data that the supplier or contract or needs to carry out their service, and information necessary to keep them safe while working with us

If you have any concerns about the above, please see Ernest Bevin College

Sharing pupil information

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority/academy trust
- the Department for Education (DfE)

We share some information with third parties listed below including, but not limited to:

- Examination boards
- Our VLE (currently CANVAS)
- Parent Apps
- The School Nursing Service

We share some information with the London Grid for Learning under our contract to provide staff email and access to learning resources.

Legal

This section contains information about the legal basis that we are relying on when handling your information.

Public interests

This means that the processing of your data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your data. Specifically, the School has a public interest in:

- Providing children with an education.
- Safeguarding and promoting the welfare of children
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with

In addition, your personal information may be processed for the public interests of others. For example, we may use information when investigating a complaint. If you object to us using your information where we are relying on our public interests as explained above, please see Ernest Bevin College

Legal obligation

Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about a child's wellbeing to Children's Services, we may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest

Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms. The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests

To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes

This includes medical treatment and the management of healthcare services.

Collecting Personal Information

We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please see Ernest Bevin College if you would like to withdraw any consent given.

Length

We keep your information for as long as we need to in order to educate and look after you. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint. In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

Decisions

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- You can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information, where it came from and what types of people we have sent it to;
- You can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- You can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- Our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information

This notice is to explain how we look after your personal information. Ernest Bevin College can answer any questions which you might have

Please see Ernest Bevin College if:

- You object to us using your information for marketing. We will stop using your information for marketing purposes if you tell us not to; or
- You would like us to update the information we hold about you; or
- You would prefer that certain information is kept confidential

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.