



St Oswald's Sunshine Club

Privacy notice for Staff (including students/trainees and volunteers)

This privacy notice explains how we collect, store and use personal data about school staff (inc. students/trainees and volunteers). We, St Oswald's Sunshine Club, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Mrs L. Haswell (Deputy Manager).

Who we are and what we do

We are St Oswald's Sunshine Club, inside St Oswald's CofE Aided Primary and Nursery School, Church Street, Durham, DH1 3DQ. We are a childcare and out of hours setting for children ages 3 – 11 years old. Our local authority is Durham County Council and St Oswald's School is part of the Diocese of Durham.

The personal data we collect and hold

We hold personal data about staff to support their employment and professional development, and to assess how the setting is performing. We may also receive data about staff from previous employers, HR and occupational health workers.

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

- Contact details, contact preferences, date of birth, identification documents
- Professional development records
- Bank details
- Maternity/paternity pay information
- Health information
- Performance management documentation
- Characteristics, such as ethnic background, disability etc
- Sickness absence records
- Details of any professional support received
- Photographs/videos

This list is not exhaustive.

Our legal basis for using this data

The personal data collected is essential, in order for the setting to fulfil their official functions and meet legal requirements.

We use this data to:

- a) Support you in your professional roles
- b) Monitor and report on setting improvement and self-evaluation
- c) Provide appropriate pastoral care
- d) Protect pupil welfare
- e) To share with agencies such as payroll and pensions
- f) To meet the statutory duties placed upon us.
- g) To provide access to employment related service (such as email)

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

- for the purposes of (a), (b), (c) & (d) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that settings are required to perform as part of their statutory function
- for the purposes of (c) in accordance with the legal basis of Vital interests: to keep staff safe (food allergies, or medical conditions)

In addition, concerning any special category data:

- conditions a, b, c, d, h of GDPR - Article 9

We are required to share information about our workforce members with St Oswald's School as the setting is located inside the school.

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect data from application forms, paper forms, online information, communication with yourself, information received from a third party (eg. referees, colleagues, agencies).

How we store this data

We keep personal information about staff (inc. students/trainees and volunteers) while they are working at our setting. We may also keep it beyond their involvement with our setting if this is necessary in order to comply with our legal obligations. We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Data Sharing

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as pensions etc.

Some examples of who we share information with include:-

- HMRC (Her Majesty's Revenue & Customs)
- DBS (Disclosure & Barring Service)
- Pensions schemes
- Local Authority (such as for training)
- Department for Education
- St Oswald's School
- Our accountant (such as for payroll)

If you would like further information of who we do share information with please contact the data protection officer.

We do not process your personal information outside the EEC.

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

Workforce rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them. This should be made in writing or by e-mail to Mrs L. Haswell at St Oswald's Sunshine Club, inside St Oswald's CofE Aided Primary and Nursery School, Church Street, Durham, DH1 3DQ or sunshine@stoswaldsdurham.net The school will respond within a 15 setting open days timescale.

If you make a subject access request, we will:

- Give you a copy of the information in an intelligible form
- Give you a description of the data we hold
- 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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If we can not provide information to you, we will give you a description of the information we hold and the reason why it can not be disclosed to you at the time of your request.

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

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.

To make a complaint, please contact our data protection officer.

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

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

Contact us

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

Mrs L. Haswell (Deputy Manager)

Data Protection Officer

St Oswald's Sunshine Club

inside St Oswald's CofE Aided Primary and Nursery School

Durham

County Durham

DH1 3DQ

Tel: 01913868322

Email: sunshine@stoswaldsdurham.net

Privacy Notice dated 23rd May 2018

Any updates and revisions will be posted on our website at:

<http://www.stoswaldsdurham.net/sunshine-club/privacy-notice/>

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	23.5.18	DWS	New privacy notice

Signed by

	Name	Signature	Date
Company Secretary			
Manager			

Distribution

Shared with
<ul style="list-style-type: none">• Staff, volunteers and students/trainees via website• Directors via directors' meetings

Date for next review

As required (review at least annually)

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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

Data collection requirements

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

Sharing by the Department

The Department 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 Department 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

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