



WeST Privacy Notice – Staff

General Data Protection Regulations (GDPR) 2016

The Westcountry Schools Trust (WeST) is the Data Controller for the purposes of the GDPR regulations.

Personal data is held by Coombe Dean School about all staff, governors and volunteers. Coombe Dean School is a member of the Westcountry Schools Trust. Staff data assists in the smooth running of the school and is used to support students' learning.

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

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information, if appropriate

Why we collect and use this information

We use school workforce data to:

enable the development of a comprehensive picture of the workforce and how it is deployed

inform the development of recruitment and retention policies

enable individuals to be paid

The lawful basis on which we use this information

WeST Schools process staff information under article 6 (e) of the GDPR regulations where processing is necessary for the performance of a task carried out in the public interest.

<https://www.eugdpr.org/>

Collecting staff information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing staff data

WeST schools hold staff data for a set period in line with the recommendations provided by the Information and Records Management Society. Please contact the Headteacher if you would like more information about the retention periods being applied via office@coombedean.co.uk

Who we share staff information with

Schools use a range of trusted service providers to help support the smooth running of education systems.

We routinely share staff information with:

- Schools that staff work at after leaving us
- Our local authority and approved LA partners
- Payroll Provider (Devon County Council)
- Pension Providers
- our local authority (Plymouth City Council)
- the Department for Education (DfE)
- Management Information Software suppliers and associated organisations such as Capita Business Services, Groupcall Ltd, Cunninghams Ltd

Why we share parent information

We do not share information about our staff 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, staff aged 16 and over have the right to request access to information that we hold. To make a request for your personal information, please submit your request to the WeST Data Protection Officer. Details of how to do this, along with the request form can be found on the Coombe Dean School website via the following link: <https://www.coombedean.co.uk/wp-content/uploads/2018/06/Coombe-Dean-School-Subject-Access-Request.pdf>

Data subject rights

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: office@coombedean.co.uk or Mr Marcus Pasmore, WeST Data Protection Officer: DPO-WeST@westst.org.uk