



WENTWORTH COLLEGE

## Staff Privacy Notice

### (How we use staff information)

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid. The collection of this information will benefit both national and local users.

### **The categories of information that we process include:**

#### **These include:**

- personal information
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, role)
- work absence information (such as number of days missed due to sickness absence)
- qualification level
- medical information (such as food allergies or medication needed in an emergency)
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)
- payroll information (such as bank account numbers for payment transfers)

### **Why we collect and use workforce information**

We use workforce data to:

- enable the development of a comprehensive picture of the workforce
- enable individuals to be paid
- inform the development of recruitment and retention policies
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual

### **The lawful basis on which we process this information**

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision or payment of the individual.

### **Collecting workforce information**

We collect personal information via staff information forms, contracts, and other staff supplied data.

Workforce data is essential for the college's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce information**

We hold data securely in line with our Data Retention Guidelines which are available on request.

## **Who we share workforce information with**

We do not share workforce data except as required to fulfil our obligations to:

- the Department for Education (DfE)

## **Why we share workforce information**

We do not share information about our workforce members 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, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer (DPO) at the college.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance, contacting [jon.alsop@wentworthcollege.co.uk](mailto:jon.alsop@wentworthcollege.co.uk) (Data Protection Officer). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>