



Biddulph High School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the academy, or those otherwise contracted to work at the academy. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

We process personal data for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

If staff members fail to provide their personal data, there may be significant consequences, including the failure to pay salaries and failure to meet legal compliance. Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the school to do so.

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Legislative compliance
- Safeguarding and Safer Recruitment requirements
- Monitoring purposes
- Workforce planning
- HR administration and processes

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:

- Stoke on Trent City Council
- the Department for Education (DfE)
- Staffordshire County Council

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, will not be retained indefinitely.

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request in writing access to the personal data that Biddulph High School holds.
- Request in writing that your personal data is amended.
- Request in writing that your personal data is erased.
- Request in writing that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Biddulph High School processes their personal data.

If you require further information about how we and/or the DfE store and use your personal data, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>, Records Management Toolkit for Schools or address your query in writing to the Business Manager.

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### Declaration

Please return to Tracey Condliffe, Biddulph High School

I (name) \_\_\_\_\_ declare that I understand:

- Biddulph High School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- Biddulph High School may share my data with the DfE and the LA.
- Biddulph High School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- My data is retained in line with Records Management Toolkit for Schools
- My rights to the processing of my personal data.

**Name of staff member:**

\_\_\_\_\_

**Signature of staff member:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**“Working together to achieve our personal best”**