



Who we are?

Star Primary School is a maintained school based in the London Borough of Newham. Our address is: Star Lane, Canning Town, London E16 4NH

What do we collect?

Star Primary School holds the legal right to collect and use personal data relating to staff, and we may also receive information regarding them from their previous employer, LA and/or the DfE. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about:

- Disability
- Ethnicity

Why do we collect this data?

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

We process this information under the guidance of article 6 of the GDPR guidelines where:

- You have given **consent** to the processing of your personal data for one or more specific purposes;
- Processing is necessary for the performance of a **contract** to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- Processing is necessary for **compliance with a legal obligation** to which the controller is subject;
- Processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller

We do not process personal data revealing ethnicity, political opinions, religious or philosophical beliefs, or trade union membership without consent.

We do not process genetic data, biometric data for the purpose of uniquely identifying a natural person.

We do not process data concerning health without consent.

We do not process data concerning a natural person's sex life or sexual orientation without consent.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for **up until the time of the termination of your contract with Star Primary plus an additional 6 years.**



Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Prospective employers on request of references
- Occupational Health where applicable

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Star Primary School is a maintained school

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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>.

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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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



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 consent@star.newham.sch.uk

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 ask that you raise your concern with us in the first instance via consent@star.newham.sch.uk or dpo@npw.uk.com.

Alternatively, you can contact the Information Commissioner's Office 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

Further information

If you would like to discuss anything in this privacy notice, please contact: consent@star.newham.sch.uk

Alternatively you can contact: dpo@npw.uk.com