

Privacy Notice for school staff, governors and other adults

This document provides insight into how information about school staff, governors and other adults is used by Wokingham Local Authority for the delivery of statutory and traded services.

The categories of this information that we collect, process, hold and/or share include:

- Personal information (such as name, contact details, Disclosure and Barring Service checks if required)
- Applications for and attendance at meetings and training sessions and any subsequent qualification
- Specific items relevant to governors (such as type of governor, term of office Business and Financial Interests, relationships with staff members in school, Governance roles in other schools)
- Specific items relevant to Newly Qualified Teachers (NQT) statutory induction (such as DOB, teacher number, termly assessment reports, contract information, absence information, qualifications)
- Specific items relevant to those that undertake designated roles, e.g. members of Standing Advisory Council for Religious Education (such as religion), Chaperones
- Performance and appraisal information where relevant

Why we collect and use this information

We use the data to:

- enable us to carry out specific functions for which we are responsible
- deliver traded services that schools have purchased
- assess performance to enable delivery of traded services and meet statutory requirements where applicable
- update and inform staff and governors

The lawful basis on which we use this information

We collect and use this information under the following articles:

- 6(1)(c) – processing is necessary for compliance with a **legal obligation** to which the controller is subject
- 6(1)(a) – the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes;
- 6(1)(e) – 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;

These are intended to ensure that children are safe and are receiving a suitable education and to ensure that the Council is able to fulfil its statutory duties. The applicable legislation and associated guidance includes:

- The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.
- School Governance (Constitution) (England) Regulations 2012.
- The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004

- The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003
- The Education (School Teachers' Appraisal) (England) Regulations 2012

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it may be 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 information to us or if you have a choice.

Storing this information

We hold data in line with the Wokingham Borough Council retention schedule, after which it is securely destroyed. There are strict controls on who can see the data.

Who we share this information with and why

We share staff and governors information as appropriate with:

- DfE and Teaching Regulation Agency for the purposes of statutory registration and assessment of NQTs.
- Schools, academy trusts and federations

We do not share information about staff and governors without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, staff and governors have the right to request access to information about them that we hold. To make a request for your personal information, please contact us using the details at the end of this document. 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/>

Further information

If you would like further information about this privacy notice, please contact:

Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH.

More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>