



# Moat Farm Junior School Trust

Where we prepare for tomorrow by achieving today

## Privacy Notice (How we use school workforce information)

Moat Farm Junior School collects and processes personal data relating to its employees to manage the employment relationship. Moat Farm Junior School is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Moat Farm Junior School collects and processes a range of information about you.

### The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address and contact details, employee or teacher number, details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts);
- special categories of data including characteristics information (such as gender, age, ethnic group);
- contract information (such as start dates, terms and conditions of your employment, hours worked, post, roles and salary information, information about entitlement to benefits such as pensions, information about your nationality and the entitlement to work in the UK);
- work absence information (such as number of absences and reasons);
- qualifications (such as skills, experience and employment history, where relevant, subjects taught);
- information about your criminal record;
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence);
- assessments of your performance (such as appraisals, performance reviews, performance improvement plans and related correspondence); and
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments).

Executive Head Teacher: Ms L Stone  
Heads of School: Mrs E Shaw and Mrs A Scotney

Brookfields Road, Oldbury, Sandwell, West Midlands, B68 9QR  
Tel: 0121 552 1215 F: 0121 544 1776 E: [contact@moatfarm-jun.sandwell.sch.uk](mailto:contact@moatfarm-jun.sandwell.sch.uk)





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## Why we collect and use workforce 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;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that Moat Farm Junior School complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims;
- maintain and promote equality in the workplace;
- monitor and quality assure ECT induction;
- carry out teacher training.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

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## The lawful basis on which we process this information

We process this information under the following UK General Data Protection Articles:

6.1(b) Processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

6.1(c) Processing is necessary for compliance with a legal obligation to which the controller is subject.

For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act

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.

For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

9.2(b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## Collecting workforce information

Moat Farm Junior School collects personal information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessment.

In some cases, Moat Farm Junior School may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

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Workforce data is essential for the school's/local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis and appropriate consent will be sought, e.g. when capturing/using staff photos for certain identified school purposes. In order to comply with data protection legislation, 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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing this information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [IRMS Toolkit for Academies](#).

Detailed information about how we ensure the safe use of data can be found in our policies:

- [Data Protection Policy](#)
  - [Information and Cyber Security Policy](#)
  - [Data Retention Policy](#)
  - [ICT Acceptable Use Policy](#)
- (all accessible via staff SharePoint)

Commented [A1]: Include if staff can access via your SharePoint or other means (we don't put it on the website)

Commented [A2]: Assume you have one of these that is issued to staff

## Who we share this information with

Your information may be shared internally, including with those people responsible for HR and recruitment (including payroll), senior staff who you report to or who have supervisory/management responsibilities for you and business support and IT staff if access to the data is necessary for performance of their roles.

Moat Farm Junior School routinely shares this information with:

- our local authority
- the Department for Education (DfE)
- Stour Vale Academy Trust
- TalentLink
- PIMS
- MyHR
- Haybridge Alliance SCITT
- University of Worcester
- University of Wolverhampton
- Haybridge Teaching School Hub/Ambition Institute

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## 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.

### Local authority

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

### Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### Stour Vale Academy Trust

We are required to share information about our workforce members with Stour Vale Academy Trust (our employer) as part of the process of fulfilling the data-sharing requirements above.

### TalentLink

We are required to share information about new workforce members with TalentLink for the purposes of receiving candidate information through application forms and for creating employment contracts for successful candidates through PIMS. In addition to their application form, the bank details, health declaration, qualification certificates and HMRC starter checklist form of new workforce members are uploaded to TalentLink to enable them to be paid.

### PIMS

We are required to share information about workforce members with PIMS for the purposes of storing HR and pay records. Information held in PIMS is that which is uploaded to TalentLink when a workforce member joins the Trust.

### MyHR

We are required to share information about workforce members with MyHR for the purposes of providing them with access to their payslips and absence records.

### Haybridge Alliance SCITT

We are required to share information about our trainee teachers with Haybridge Alliance SCITT as our initial teacher training provider. Please refer to their [privacy policy](#)

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Heads of School: Ms J Stone, Ms J Stone





# Moat Farm Junior School Trust

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## University of Worcester

We are required to share information about our trainee teachers with the University of Worcester as our initial teacher training provider. Please refer to their [privacy notice](#).

## University of Wolverhampton

We are required to share information about our trainee teachers with the University of Wolverhampton as our initial teacher training provider. Please refer to their [privacy notice](#).

## Haybridge Teaching School Hub/Ambition Institute

We are required to share information about our Early Career Teachers (ECTs) with Haybridge Teaching School Hub/Ambition Institute as our Early Career Framework (ECF) provider.

## CCTV

This section of the privacy notice relates to our CCTV System, including, but not limited to, where it has been installed on the outside of some of our buildings.

### What personal information does this service use?

The CCTV system captures images of people and vehicles in and around where a camera is located. Where fixed CCTV cameras are operating, there will be signs clearly displayed. Images captured by CCTV will not be kept for longer than 30 days. However, on occasions there may be a need to keep images for longer, for example where a crime is being investigated.

### What is this personal information used for?

We use this personal data for the following reasons:

- a) To increase personal safety of pupils, staff and visitors, and reduce the fear of crime.
- b) To protect the school buildings and their assets.
- c) To support the Police in a bid to deter and detect crime.
- d) To assist in identifying, apprehending and potentially prosecuting offenders.
- e) To protect members of the public and private property.
- f) To assist in managing the school.

### What is the lawful basis we are relying on?

We collect and use this information to ensure the school can undertake its remit to educate children ensuring personal safety of pupils, staff and visitors, protecting school buildings and its assets and to assist in managing the school (Article 6(1)(e) of the UK General Data Protection Regulation). The school will use the 'Passport to Compliance', issued by the Surveillance Camera Commissioner, to ensure that the surveillance camera system complies with the Guiding Principles set out in the Surveillance Camera Code of Practice published by the Home Office as a requirement of the Protection of Freedoms Act 2012.

### Where has your personal information come from?

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Heads of School: Mrs E Shaw and Mrs A Scotney

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The images are captured because you are present in the area which is covered by the CCTV system.

## Who will we share this personal information with?

Your personal data is shared securely with the following, where it is both necessary and appropriate to do so:

- Relevant staff within the school
- Our local authority
- The Police

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Business Director.

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in December 2022.

## 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:

**YourIG Data Protection Officer Service**  
**Dudley MBC**  
**The Council House**  
**Dudley**  
**West Midlands**  
**DY1 1HF**

**Email:** [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)

**Tel:** 01384 815607

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;

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Subject 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.

The Trust, in line with statutory guidance, will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, please be advised that the Trust will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

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. 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:

**YourIG Data Protection Officer Service**  
**Dudley MBC**  
**The Council House**  
**Dudley**  
**West Midlands**  
**DY1 1HF**

**Email:** [YourIGDPOService@dudley.gov.uk](mailto:YourIGDPOService@dudley.gov.uk)

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## How The Government uses your data.

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce;
- links to school funding and expenditure;
- supports 'longer term' research and monitoring of educational policy.

## Data collection requirements

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>.

## Sharing by the Department

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; and
- 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;

Executive Head Teacher: Ms L Stone  
Heads of School: Mrs E Law





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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.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

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