

## Newtown High School Privacy Notice – Staff Workforce

In accordance with General Data Protection Regulation (GDPR) which comes into force on 25 May 2018, this notice sets out what Newtown High School, the local authority (Powys County Council) and the Welsh Government does with the education related information that it receives about staff.

The information in this notice will be kept under review to incorporate any further changes communicated by the Information Commissioner's Office.

### 1. Background

**Newtown High School** collects information about staff and employees. We process the information we collect to administer and provide for staff workforce deployment and more. For example:

- to enable deployment of the workforce appropriately and effectively;
- to inform the development of recruitment and retention;
- to enable individuals to be paid;
- to assess the quality of our services;
- to comply with any contractual or statutory data sharing schemes;
- to complete our statutory PLASC return.

**Powys County Council** collects information about staff and employees as the local authority is the employer of staff at Newtown High School. The local authority also has access to data collected by us for the same reasons listed above and for the following additional purposes:

- to monitor, challenge and provide support to schools and early years providers to improve performance and set credible targets
- to support schools and early years providers in the services delivered to children and young people
- to manage and administer the employment of its employees
- to carry out research and inform policy decisions including funding for schools and early years providers

Upon receipt of the information from us the Local Authority (Powys County Council) becomes the Data Controller.

As data controllers, Newtown High School and Powys County Council use the information received for the purposes listed above to enable them to carry out data processing necessary for contractual or legal obligations and the performance of a task carried out in the public interest and in the exercise of official authority.

In addition, the **Welsh Government** receives information on staff directly from schools or the local authority normally as part of statutory data collections which consists of the following:

- Post-16 data collection
- Pupil Level Annual School Census (PLASC)

Upon receipt of the information from the school and the Local Authority, the Welsh Government becomes the data controller.

### 2. What information is held by us and Powys County Council?

The sort of personal information that will be held includes:

- personal details such as name, address, date of birth, teacher identifiers, national insurance number and contact details for next of kin;
- information on the ethnic origin and national identity of staff (this is used only to prepare summary statistical analyses);
- contract information such as start dates, hours worked, post, roles and salary information;
- information about sickness and absence from work;

- qualification information such as degree status, title and subjects taught;
- information relating to professional development;
- information relating to medical conditions where appropriate, such as an allergy.

### **3. Who does Newtown High School and Powys County Council share your information with?**

Information held by the school and Powys County Council on staff, may also be shared with other organisations when the law allows and providing all appropriate steps are taken to keep the information secure, for example:

- other education and training bodies;
- The Education Workforce Council (EWC) to support staff workforce development and management across Wales;
- bodies doing research for the Welsh Government, LA and schools/Early Years providers as long as steps are taken to keep the information secure;
- central and local government for the planning and provision of educational services;
- Management Information System (MIS) providers in order to ensure that system functionality and accuracy is maintained;
- The Council's approved suppliers of the schools 'cashless' system to ensure all pupils, parents & guardians with parental responsibility and school staff are able to use it as appropriate;
- The South West and Mid-Wales Education Consortium (ERW) to support regional statistical analysis as required by Welsh Government;
- various regulatory bodies, such as ombudsmen and inspection authorities, where the law requires that information be passed on so that they can do their work;
- The Office of National Statistics (ONS) in order to improve the quality of migration and population statistics;
- Microsoft UK and Google to provide online based software;
- Her Majesty's Revenue and Customs or the Welsh Revenue Authority in order to comply with any legal obligation relating to the management and collection of tax;
- Law enforcement, judicial bodies and courts;
- Press and the media where appropriate.

### **4. Welsh Government**

The Welsh Government will be a data processor for some of your data. Please see their privacy notice for more information.

### **5. How long will this data be kept?**

Newtown High School, Powys County Council and Welsh Government will keep this data for the duration of the criteria which underpin the statutory regulation.

### **6. Outside the EEA**

Some of our curriculum software providers are based outside the European Economic Areas (EEA) so their processing of your personal data will involve a transfer of data outside the EEA. Whenever we transfer data outside of the EEA, we ensure a similar degree of protection is afforded to it by:

- ✓ Only transferring personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;
- ✓ Using specific contracts approved by the European Commission which give personal data the same protection as it has in Europe (known as model contracts); or
- ✓ Where we use providers based in the United States, we ensure they are part of the Privacy Shield scheme.

## 7. Your rights under the GDPR

You have the right to:

- ✓ Have access to the personal data that Newtown High School, Powys County Council and Welsh Government are processing about you;
- ✓ Require these organisations to rectify inaccuracies in that data;
- ✓ The right (in some circumstances) to object to processing on grounds relating to your particular situation;
- ✓ The right to restrict processing (in some circumstances)
- ✓ Lodge a complaint with the Information Commissioner who is the independent regulator for data protection.

For further information about the information which Newtown High School, Powys County Council or Welsh Government holds and its use, or if you wish to exercise your rights under the GDPR, please see contact details below:

Newtown High School:                      Headteacher  
Newtown High School  
Dolfor Road  
Newtown, Powys, SY16 1JE

Email Address:                              [office@newtown-hs.powys.sch.uk](mailto:office@newtown-hs.powys.sch.uk)

Powys County Council:                      Data Protection Officer for Schools  
Information Compliance Team  
County Hall  
Llandrindod Wells  
Powys LD1 5LG

Email Address:                              [Information.Compliance@powys.gov.uk](mailto:Information.Compliance@powys.gov.uk)

Welsh Government Data                      Welsh Government  
Protection Officer:                          Cathays Park  
CARDIFF CF10 3NQ

Email Address:                              [Data.ProtectionOfficer@gov.wales](mailto:Data.ProtectionOfficer@gov.wales)

To contact the Information Commissioner's Office, please see details below:

Information Commissioner's                      Wycliffe House  
Office:    Water Lane  
Wilmslow, Cheshire  
SK9 5AF

Telephone - Helpline:                          029 2067 8400 (Wales helpline) or 0303 123 1113 (UK helpline)

Website:    [www.ico.org.uk](http://www.ico.org.uk)