



## Ysgol Gymraeg Ystalyfera Bro Dur

### Privacy Notice

#### How we use school workforce information

Document Version	Review Date	Next Review Date
1.0	17/12/2018	17/12/2019
1.1	17/12/2019	17/12/2020
1.2	17/12/2020	17/12/2021
1.3	17/12/2021	17/12/2022
1.4	17/12/2022	17/12/2023

# Ysgol Gymraeg Ystalyfera Bro Dur

## Privacy Notice

### How we use school workforce information

In order to effectively support you as an employee at Ysgol Gymraeg Ystalyfera Bro Dur (referred to as “The School” throughout the rest of this document) we will be required to gather a range of personal data. This Privacy Notice outlines to you the data we collect and how it is processed by the school in line with the General Data Protection Regulations (GDPR).

Please could you read the document and keep for your information. If you wish to withdraw your consent for this information please contact The Data Protection Team, YG Ystalyfera Bro Dur, Heol Ynysydarren, SA92DY  
Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)

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

- personal information (such as name, employee or teacher number, national insurance number, next of kin, marital status, car details, address, telephone number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles, application form and salary information – including bank details)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- employment details (staff number, EWC reference number)
- medical information (such as occupational health reports)
- safeguarding (DBS, references from previous employers)

### Why we collect and use this 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
- safeguarding
- emergency procedures for employees

### The lawful basis on which we process this information

We ensure that the basis on which we collect and process personal and sensitive data is lawful under Article 6 and Article 9 of the GDPR from 25 May 2018.

#### Article 6, GDPR

**Contract:** the 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.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone's life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

### **Article 9, GDPR**

As special category data is more sensitive so it needs more protection. For example, information about an individual's:

- race;
- ethnic origin;
- politics;
- religion;
- trade union membership;
- genetics;
- biometrics (where used for ID purposes);
- health;
- sex life; or
- sexual orientation.

## **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 as long as necessary. This will depend on the type of data we hold and will be held in accordance with Data Retentions Guidelines.

## **Who we share this information with**

We routinely share this information with:

- our local authority
- Welsh Government
- Education Workforce Council
- Estyn
- Capita Sims (Management Information System)
- Consortium (ERW)

We also share data with third parties to support you as an employee whilst at school:

- Data for access to Hwb (including Google and Microsoft)
- Data for access to cloud based resources (MyConcern, GL Assessments)
- Data for cashless system (ParentPay/Pebble Fund Manager)
- Data for catering system (Nationwide Retail Systems)
- Data for text service (Schoolcomms)
- Data for teaching and learning

There may be other occasions where we will share data with a third party:

- School Educational Visits (e.g Travel Companies / Flights)
- External Competitions (e.g URDD)

Please note that some of these third parties are only applicable to you where appropriate. We will ensure Data Sharing Agreements are in place for all third parties. We will also inform you of any additional third parties as and when they occur.

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union.

## 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 The Education (Supply of Information about the School Workforce) (Wales) Regulations 2017 <http://www.legislation.gov.uk/wsi/2017/940/made>

### Welsh Government

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

## Data collection requirements

We are required by law, to provide personal data relating to those employed by schools and local authorities to the Welsh Government as part of statutory data collections such as the Pupil Level Annual School Census (PLASC) linked to the pupil's attainment data relating to both statutory key stage assessments and external examinations such as GCSEs. The law that allows this is The Education (Information About Individual Pupils) (Wales) Regulations 2013.

To find out more go to: The Education (Supply of Information about the School Workforce) (Wales) Regulations 2017 <http://www.legislation.gov.uk/wsi/2017/940/made>

The Welsh Government may share personal data relating to those employed by schools and local authorities with third parties who promote the education or well-being of children in Wales by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The NPD is a secure website, with access restricted to authorised users only. Access to the database is strictly controlled via allocated User IDs and passwords. Individuals wishing to apply for access to the NPD will be required to complete an application form to determine their level of permissions. Welsh Government will only provide data for a specific purpose and for a limited time period, after which the organisation must confirm that it has been destroyed. Any analysis produced must follow Welsh Government disclosure rules to ensure that individual pupils cannot be identified.

Further information can be found by accessing the IMS web pages at: [www.wales.gov.uk/ims](http://www.wales.gov.uk/ims)  
For research purposes wider than education, Welsh Government will use techniques that ensure the data are anonymised before any research takes place. Sharing of anonymised data is outside of the GDPR.

Further information can be found on the website at: [www.gov.wales/School Data](http://www.gov.wales/School Data)

## 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:

**The Data Protection Team, YG Ystalyfera Bro Dur, Ynysydarren Road, Ystalyfera, SA92DY**

**Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)**

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

In the event you wish to withdraw your consent to use of this information or amend any information you may notify the School at any time who will consider any request.

There is some information to which we must hold by virtue of our legal requirements and any failure to give this information or to provide accurate information could render you liable to legal proceedings.

If at any point you believe the information we process on you is incorrect you request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact The Data Protection Team who will investigate the matter.

## Further information

If you would like to discuss anything in this privacy notice, please contact:

**The Data Protection Team, YG Ystalyfera Bro Dur, Ynysydarren Road, Ystalyfera, SA92DY**

**Email: [dpt5@hwbcymru.net](mailto:dpt5@hwbcymru.net)**

	Name	Signature	Date
Chair of Governors	Mr Tudur Jones		December 2022
Head Teacher	Mrs Laurel Davies		December 2022

Review Date

December	2023
----------	------