Francis Barber PRU

How We Use Your Information
Privacy Notice for School Workforce and Visitors

Introduction
This notice is to help you understand **how** and **why** Francis Barber PRU collects your personal information and **what** we do with that information. It also explains the decisions that you can make about your information.
If you have any questions about this notice please talk to Jackie Addison (Headteacher).

What is "personal information"?
Personal information is information that the School holds about you and which identifies you. This includes information such as your date of birth and address as well as things like ethnicity and National insurance details. CCTV, photos and video recordings of you are also personal information.

How and why does the School collect and use your personal information?
We collect this information for employment purposes to assist in the running of the school, to enable individuals to be paid and to let others know what we do here. The collection of this information will:

- improve the management of workforce data across the sector
- enable development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring; and
- support the work of the School Teachers' Review Body

Here are some further examples:

- CCTV is used extensively at Francis Barber School sites both inside the building and outside in all the public areas. This is used for the lawful purposes to safeguard pupils, staff and visitors, crime prevention and detection and for health and safety monitoring. CCTV is not used in private areas such as changing rooms.

- We may need to share information with the police or our legal advisers if something goes wrong or to help with an inquiry.

- Occasionally we may use consultants, experts and other advisors to assist the School in fulfilling its obligations and to help run the School properly. We might need to share your information with them if this is relevant to their work.

- We may share some information with our insurance company to make sure that we have the insurance cover that we need.

- We will only share your information with other people and organisations when we have a good reason to do so. In exceptional circumstances, we may need to share it more widely than we would normally.

- We may use photographs or videos of you for our websites and social media sites or prospectus to show prospective pupils what we do here and to advertise the school. We may continue to use these photographs and videos after you have left the school.

- We sometimes use contractors to handle personal information on our behalf. The following are examples:
  - IT consultants who might access information about you when checking the security of our IT network; and

  - we use third party "cloud computing" services to store some information rather than the information being stored on hard drives located on the school site. These include Schoolpod and Google. We use some online programmes to help us provide resources to pupils, these include but are not limited to Giglets and NGRT.

If you have any concerns about the above, please speak to the HR and Administration Manager or the Headteacher.

Who do we share your information with?
We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority – Wandsworth Borough Council
- The Department for Education (DfE)
- Law enforcement officials such as Police, HMRC
- NHS

We share some information with:
- The London Grid for Learning under our contract to provide staff email and access to learning resources.
- Web based management information system – Schoolpod
- Web based texting service – Teachers 2 Parents
- Examination boards to support access to GCSE's should you be entered
- Prospective Employers
- Training Providers
- DBS
- Recruitment and supply agencies

Our legal grounds for using your information
This section contains information about the legal basis that we are relying on when handling your information.

Public interests
This means that the processing of your data is necessary for public interests. The School relies on public interests for most of the ways in which it uses your data.
Specifically, the School has a public interest in:
- Providing children with an education.
- Safeguarding and promoting the welfare of children.
- Promoting the objectives and interests of the School.
- Facilitating the efficient operation of the School.
- Ensuring that all relevant legal obligations of the School are complied with.

In addition, your personal information may be processed for the public interests of others. For example, we may use information when investigating a complaint.
If you object to us using your information where we are relying on our public interests as explained above please speak to the HR and Administration Manager or the Headteacher.

Legal obligation
Where the School needs to use your information in order to comply with a legal obligation, for example to report a concern about a child's wellbeing to Children's Services, we may also have to disclose your information to third parties such as the courts, the local authority or the police where legally obliged to do so.

Legitimate interest
Personal data may be processed on the basis that the school has a legitimate interest in processing that data, provided that such legitimate interest is not overridden by your rights or freedoms.

The School must also comply with an additional condition where it processes special categories of personal information. These special categories include: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, genetic information, biometric information, health information, and information about sex life or orientation.

Vital interests
To protect the vital interests of any person where that person cannot give consent, for example, if they are seriously hurt and are unconscious.

Legal claims
The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

Medical purposes
This includes medical treatment and the management of healthcare services.

Collecting Personal Information
We may ask for your consent to use your information in certain ways. If we ask for your consent to use your personal information you can take back this consent at any time. Any use of your information before you withdraw your consent remains valid. Please speak to Jackie Addison if you would like to withdraw any consent given.

What decisions can you make about your information?

From May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

- if information is incorrect you can ask us to correct it;
- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

Further information and guidance
This notice is to explain how we look after your personal information. Headteacher can answer any questions which you might have.

Please speak to the Headteacher if:

- you would like us to update the information we hold about you; or
- you would prefer that certain information is kept confidential.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office: ico.org.uk.