



# Coleham Primary School

*For every child, an Excellent Education*

Email: [head@colehamprimary.co.uk](mailto:head@colehamprimary.co.uk)

Headteacher: Ms C Jones

Data Protection Manager: Miss T Othen

THE  
PRIORY  
SCHOOL  
TRUST

## PRIVACY NOTICE

### Data Protection Act 2018

To all staff, contractors and volunteers. This Privacy Notice provides details of the personal data we collect from you, what we do with it, how you might access it and who it might be shared with.

### How we use staff information

We process personal information relating to our staff and may receive information about them from their previous employers, Local Authority, Disclosure Barring Service, Professional memberships, HMRC, Pension provider and Medical professionals.

### We hold this personal data:

- For employment purposes-to enable individuals to be paid;
- To ensure the medical health, safety and wellbeing of our staff;
- For equality and disability monitoring;
- For safeguarding checks and legislation.

### This information will include:

Staff and next of kin contact details, DOB, gender, National Insurance number, information from previous employers/educational institutions, training and appraisals, qualifications and memberships, absences, convictions, prohibitions, grievance and disciplinary matters, passport number, employment contracts, bank details and personal characteristics such as their ethnic group, religion and relevant medical information.

### Our lawful basis for processing information is:

- **Contractual obligation**-processing is necessary for a contract with the individual
- **Legal obligation**-processing is necessary to comply with the law
- **Public task**-processing is necessary to perform a task in the public interest
- **Vital Interests**-processing is necessary to protect someone's life.

### Sharing Personal Data

Organisations that we are most likely to share personal data with are:

- The Priory School Trust
- Our payroll provider (Shropshire Council)
- Our ICT service provider
- Our HR consultant
- Educational /Training organisations
- Pension providers
- Government via School Workforce Census
- The NHS /Other professional professionals
- HMRC/Inland Revenue/Child Support Agency

- Insurance company
- Department of Work and Pensions
- Ofsted
- Next employer

### Protecting your personal data

To ensure your information is kept safe we have the following controls in place to process data that comply with the General Data Protection Regulation (GDPR):

- the information will not be used for any purpose other than those stated in this notice;
- the information will be held within secure systems/locations, with appropriate levels of security;
- the information will only be shared for lawful purposes;
- the information will not be held for longer than is necessary, after which it will be securely destroyed, in line with our School Retention Schedule; and
- we will not give information about our employees to anyone without your consent unless the law and our policies allow us to do so.

### Your rights regarding personal data

Under GDPR individuals have the right to request access to information about them that the school holds. This is called a **Subject Access Request**. Please put your request in writing to the school or follow the link <https://tinyurl.com/yd8uvqbc> to a template form.

Please contact School reception if you wish to:

- amend or correct any records we hold about you;
- object to processing of personal data about you that is likely to cause distress, or is causing damage and distress;
- In certain circumstances restrict or erase any personal data we hold about you; and/or
- have any information we hold about your son or daughter transferred to a third party.

### Concerns regarding school processing of data

If you have a concern about the way the school is collecting or using your child's personal data, please raise this with the school by contacting:

- **Miss T Othen (School Business Manager and Data Protection Manager)**  
Email: [businessmanager@colehamprimary.co.uk](mailto:businessmanager@colehamprimary.co.uk)
- **Mrs Mary Massey (Data Protection Officer for The Priory School Trust)**  
Email: [dpo@tpstrust.co.uk](mailto:dpo@tpstrust.co.uk)

If however you are dissatisfied with our response to your concerns you can, of course, contact the:

Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Website: <https://ico.org.uk/>

\* The ICO is the Supervisory Authority who deals with concerns and complaints relating to data protection legislation.

A more detailed version of this Privacy Notice can be found here: <https://tinyurl.com/yb3dklvw>