

**KEXBOROUGH PRIMARY SCHOOL
PRIVACY NOTICE**

School Workforce: those employed or otherwise engaged to work at Kexborough Primary School/ECM Trust

Privacy Notice - Data Protection Act 1998

We Kexborough Primary School are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the school about those employed or otherwise engaged to work at the school. This is to assist in the smooth running of the school and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications and absence information.

CCTV

CCTV Monitoring

The school operates a CCTV system on parts of the school site to support the safety and security of pupils, staff and visitors, and to help protect school property and prevent crime. Cameras are located in key areas and may capture images of staff carrying out their duties. CCTV footage is managed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Access to recordings is restricted to authorised staff and footage will only be reviewed where there is a legitimate reason. Recordings are retained for a maximum of 14 days and may be shared with law enforcement agencies where appropriate and lawful

We will not give information about you to anyone outside the school or ECM Trust without your consent unless the law and our rules allow us to.

We are required by law to pass on some of this data to:

- ECM Trust
- the LA
- the Department for Education (DfE)

If you require more information about how the Trust and/or DfE store and use this data please go to the following website:

- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what->

[the-department-does-with-school-workforce-data](#)

If you are unable to access these websites, please contact Kexborough Primary School or DfE as follows:

- Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street
London
SW1P 3BT
Website: www.education.gov.uk
Email: info@education.gsi.gov.uk
Telephone: 0370 000 2288.