

Westfield Academy

Stiby Road, Yeovil BA21 3EP

How We Use Your Personal Data - Privacy Notice for Employees

1. Introduction

Under the General Data Protection Regulations (GDPR) we are required to tell you how and why we collect your personal data and what we do with that information. We also need to tell you what decisions you can make about your own data.

Personal Data is information that the Academy holds about you and which identifies you. This may include:

- Personal details such as your name, address, date of birth, religion or ethnic group
- Contact information for your partner or other relatives
- Information about your use of computers whilst logged on to the Academy's network
- Information about your performance and employment at Westfield
- Medical information
- Financial Information including your salary, banking details and pension
- Photographs, videos, or CCTV images

This data will be collected from a range of sources. Much of it will be given to us by you, some will be collected in the course of your employment at the Academy. Your previous employer will give us some information as may other outside organisations such as the Local Authority, the NHS or other professionals.

2. Our legal grounds for using your information

As a public body we are allowed to use your data because it is necessary to carry out tasks in the public interest. We do not need your consent to use this data provided we use it for purposes that you would reasonably expect an employer and a school to use your data for. In particular the Academy has a public interest in:

- Providing a safe working environment for you to fulfil the terms of your employment
- Ensuring the highest standard of education possible is provided to students in the school
- Safeguarding your welfare and the welfare of other staff and students
- Meeting our contractual obligations to you and others
- Meeting the obligations that are given to us by outside organisations including local and national government.

If we wish to use your data for any purpose which you would not reasonably expect us to do, we must ask for your consent in advance. If you give us consent you can later withdraw it at any time.

At times the Academy may need to use data to fulfil a legal obligation, in particular to protect the best interests of a student, meet its employment obligations or to respond in an emergency situation. In these circumstances consent is not required.

3. How we use your data and whom we share it with?

Most of your personal data is stored securely and electronically on school servers or on servers located off-site. Some of your data will be in paper files which will be stored securely in locked filing cabinets in offices.

To allow us to run the school efficiently, provide an effective education to students and to ensure your safety we have to share your data with a range of different organisations. Examples of these types of organisations include:

- The Local Authority
- Other Schools
- Department for Education
- Payroll, Pension and Human Resources providers
- School Management Software suppliers
- Travel companies and places that you visit on school trips

A complete list of all the organisations we share information with is published on our school website www.westfieldacademy.co.uk under Data Protection. All organisations with whom we share data also have to comply with GDPR and we have taken reasonable steps to ensure this.

4. How long do we keep your data?

We will only keep your data for as long as it is necessary for us to do so. We will follow the guidance published by the Information and Records Management Society. In most cases this means we will keep your data for six years after your employment finishes at the academy, then we will destroy it.

5. What decisions can you make about your data?

You can make various decisions about your data. Your rights are as follows:

- If the data we hold is incorrect you can ask us to correct it, which we then must do
- You can ask to see the information we hold about you by making a Subject Access Request. A form to help you do this is on the Academy's website
- In some circumstances you can ask us to delete the data, providing we no longer need the information

6. Contacts and how to raise a question or concern

If you have any questions about this Privacy Notice or wish to raise a Data Protection matter please contact Mr M Payne, Data Protection Officer through the school office.

If you are unhappy with any aspect of Data Protection at Westfield Academy you can contact the Information Commissioner's Office at www.ico.org.uk