



Saffron Valley Collegiate
Headteacher – Gill LaRocque

KS4 South
279 High Street
Croydon
Surrey
CR0 1QH

Tel 020 8604 1414

General Data Protection Regulations Privacy Notice

for

School Workforce: those employed to teach or otherwise engaged to work or volunteer at the school

We, Saffron Valley Collegiate, are the Data Controller for the purposes of the General Data Protection Regulation.

The Categories of School Workforce Information that we collect, process, hold and share

The categories of information that we collect, process, hold and share about those employed or otherwise engaged to work at the school, include:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- Special categories of data, including characteristics information, such as gender, age, ethnic group
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as the number of absences and reasons)
- Qualifications and where relevant subjects taught
- Relevant medical information, including Health Check clearance and Occupational Health referrals
- Disclosure and Barring Service information
- Performance Management and disciplinary information

Saffron Valley Collegiate includes:

KS3
45 Coombe Road
Croydon
CR0 1BQ
020 8680 0949

Medical
John Ruskin College Site
Selsdon Park Road
Croydon CR2 8JJ
020 3252 2020

KS4 North
17 Sylvan Road
London
SE19 2RU
020 8771 5603

KS4 South
279 High Street
Croydon
CR0 1QH
020 8604 1414



**Be Ready
Be Respectful
Be Safe**

SUPPORTED BY
MAYOR OF LONDON

Why we Collect and Use this Information:

We use school workforce data to:

- Enable a comprehensive picture of the workforce and how it is deployed;
- Inform the development of recruitment and retention policies;
- Enable individuals to be paid
- Allow better financial modeling and planning;
- Enable ethnicity and disability monitoring.

The Lawful Basis on which we process this information

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulations (UK GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

Collecting this information

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the 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

Personal data relating to school workforce at Saffron Valley Collegiate is stored in line with the school's UK GDPR Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected. We hold data securely for the set amount of time shown in our data retention schedule. This is accessible via the DPO.

Saffron Valley Collegiate includes:

KS3
45 Coombe Road
Croydon
CR0 1BQ
020 8680 0949

Medical
John Ruskin College Site
Selsdon Park Road
Croydon CR2 8JJ
020 3252 2020

KS4 North
17 Sylvan Road
London
SE19 2RU
020 8771 5603

KS4 South
279 High Street
Croydon
CR0 1QH
020 8604 1414



**Be Ready
Be Respectful
Be Safe**

SUPPORTED BY
MAYOR OF LONDON

Who we share this information with

We routinely share this information with:

- Our Local Authority
- The Department for Education (DfE)
- Occupational Health provider (Medigold)
- HR provider (Octavo)
- Payroll provider (Liberata)
- DBS provider (Babcock 4S)
- External companies who provide services such as text/e-mail messaging, etc.

Why we share school workforce information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our policies allow us to.

Local Authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data Collection requirements

The DfE collects and processes personal data relating to those employed in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Saffron Valley Collegiate includes:

KS3
45 Coombe Road
Croydon
CR0 1BQ
020 8680 0949



Medical
John Ruskin College Site
Selsdon Park Road
Croydon CR2 8JJ
020 3252 2020



KS4 North
17 Sylvan Road
London
SE19 2RU
020 8771 5603

**Be Ready
Be Respectful
Be Safe**

KS4 South
279 High Street
Croydon
CR0 1QH
020 8604 1414

SUPPORTED BY
MAYOR OF LONDON



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 School Business Manager.

What are your rights?

You have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office on 03031233333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on November 2021.

Further Information

If you would like to discuss anything in this Privacy Notice, please contact in the first instance the School Business Manager.

Saffron Valley Collegiate includes:

KS3
45 Coombe Road
Croydon
CR0 1BQ
020 8680 0949



Medical
John Ruskin College Site
Selsdon Park Road
Croydon CR2 8JJ
020 3252 2020



KS4 North
17 Sylvan Road
London
SE19 2RU
020 8771 5603

**Be Ready
Be Respectful
Be Safe**

KS4 South
279 High Street
Croydon
CR0 1QH
020 8604 1414

SUPPORTED BY
MAYOR OF LONDON

