



This privacy notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information.'

Who we are

Aragon Primary School is part of the Willow Learning Trust (WLT). For the purposes of data protection legislation the WLT is the Data Controller. This means it is in charge of personal data about you.

If you want to contact us about your personal information you can contact our Data Protection Officer via email: KGU@glenthorne.sutton.sch.uk.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, Aragon Primary School. This is for employment purposes to assist in the running of the school and / or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as your ethnic group, medical information and trade union membership (if you chose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which the WLT is subject, for example our duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function, which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the WLT to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

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 the personal data we collect to our Local Authority and the DfE.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector,
- enabling development of a comprehensive picture of the workforce and how it is deployed,
- informing the development of recruitment and retention policies,
- allowing better financial modelling and planning,
- enabling ethnicity and disability monitoring ; and
- supporting the work of the School Teachers' Review Body.

If you require more information about how the LA and DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <http://www.sutton.gov.uk/index.aspx?articleid=3398>

We also disclose personal data about you to several third parties including:

- The Disclosure and Barring Service (DBS) for the purposes of carrying out checks on your suitability for work with children.
- Our payroll provider to enable you to be paid.
- HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.
- Where you have decided to become part of a salary sacrifice scheme such as that for childcare vouchers.
- Your pension provider to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the WLT is subject, for example our legal duty to safeguard pupils.
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your information

We only keep information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our **Retention Policy** which is available to view on the WLT website.

You have these rights:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you (although we may have good reasons why we cannot do this)
- Ask for our processing of your personal data to be restricted
- Ask for us to transfer your information to another organisation
- Object to us processing your information

There is more information in our **Data Protection Policy** which will be available on our website. If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer at the details given above.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number.