|  |  |  |
| --- | --- | --- |
| **Data collected ABOUT YOU AS PERSONNEL** | **Reason needed** | **Shared with**  **(ONLY as necessary)** |
| **Personal contact** **details**   * Name, title, * Addresses, * Telephone numbers * Personal email | Contact  Payment  DBS check | **Working with Schools (Payroll)**  **SIMs**  **School records**  **DBS**  **Admin Staff / Headteacher** |
| **Other personal details**   * Date of birth * Gender | DBS check | **Working with Schools (Payroll)**  **SIMs**  **School records**  **DBS**  **Admin Staff / Headteacher** |
| * Marital status\* * Race / ethnicity | Documentation  Government Census | **Working with Schools (Payroll)**  **SIMs**  **School records**  **Government**  **Admin Staff / Headteacher** |
| **Special Category / Sensitive**   * Information about criminal convictions and offences | Health & Safety  Safeguarding | **Working with Schools (Payroll) - Medical**  **SIMs**  **School records**  **DBS**  **Office Manager / Headteacher / Governors** |
| **Recruitment information**   * Copy of right to work documentation * References and other information included in CV/cover letter * Qualifications – eg QTS * Employment records (including job titles, work history, working hours, training records and professional memberships). | DBS check  (Safer) Recruitment process  Safeguarding | **DBS**  **School records**  **Admin Staff / Headteacher** |
| **ICT**   * CCTV footage | Safeguarding | **School records**  **Admin Staff / Headteacher / Site Manager** |

**\*The use of data marked with an asterisk is optional, that we are not required by law, as part of our role as an employer or as our role as a School, to collect.**

**Therefore we require your permission to use this indicating on the DECLARATION form.**

**THIS MUST BE RETURNED TO THE OFFICE ASAP PLEASE**

**Declaration Form**

**I give consent to: YES NO**

* **My marital status being used for School records**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, declare that I understand:**

* Foxhill Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
* How my data is used.
* Foxhill Primary may share my data with Government census and the Local Authority.
* Foxhil Primary School will not share my data to any other third parties without my consent, unless the law requires it to do so (e.g. for payment, record keeping purposes).
* Foxhill Primary School will always ask for explicit consent where this is required, and I must provide the consent if I agree to the data being processed.
* My data is retained in line with the school’s GDPR Data Security Policy and Personal Data Privacy & Protection Policy.
* My rights to the processing of my personal data - as recorded in the Privacy Notice.
* That I can find out more information about the processing of my personal data by contacting the school’s Data Protection Officer – contact details to be found in the Privacy Notice.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**