Privacy Notice (How we use school workforce information)

The categories of school workforce information that we collect, process, hold and share 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 and relevant medical information (such as number of absences and reasons).
- Qualifications (and, where relevant, subjects taught).

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies and facilitate safe recruitment.
- Enable individuals to be paid.
- Allow better financial modelling and planning.
- Support the effective performance management of staff.
- Enable ethnicity and disability monitoring.

The lawful basis on which we process this information

On 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:

(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with 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

We retain and dispose of school workforce data in line with the authority's recommendations for retention of records. A copy of this document is available on request.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- External HR and payroll portal
- External absence management portal
- Single central record portal
- Occupational health portal

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

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 share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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

The workforce data that we lawfully share with the DfE through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care policy.

HR & Payroll Portal and Absence Management Portal
The workforce data we lawfully share with our HR and Payroll Portal and Absence management portal:

- Allows for payroll to be completed.
- Provides accurate absence data to payroll.
- Collects, stores and maintains correct workforce data for submission to the local authority and DfE in line with our statutory obligations.

Single Central Record Portal and Occupational Health Portal
We share workforce data with the Single Central Record portal and Occupational Health Portal to meet our statutory obligation of safer recruitment under Keeping Children Safe in Education 2024.

Data Collection Requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:
https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

To contact the department: https://www.gov.uk/contact-dfe

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 Data Manager, 01772 513002, eloughran@ashtoncsc.com

You also have the right to:

- to ask us for access to information about you that we hold
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

Withdrawal of consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting, Miss Emily Loughran, Data Manager, 01772 513002, eloughran@ashtoncsc.com.

Complaints

Under the Data Uses and Access Act 2025, individuals may raise data protections concerns verbally or in writing. 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 at https://ico.org.uk/concerns/

Further information

If you would like to discuss anything in this privacy notice, please contact:
Miss Emily Loughran, Data Manager, 01772 513002, eloughran@ashtoncsc.com