



## Educational Diversity

# Privacy Notice (Workforce Data)

Approved by:	Headteacher	Date: November 2023
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# Privacy Notice (How we use workforce information)

## The categories of school information that we process include:

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number, and emergency contact details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, including information regarding physical and/or mental health, holiday/special leave records)
- qualifications (and, where relevant, subjects taught)
- Payroll information (such as bank or building society details)
- Professional development (courses attended and dates)
- Performance information (such as appraisals and performance reviews, performance, performance measures including performance management/improvement plans, disciplinary or grievance records)
- Other information (such as pension arrangements, time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of the Disclosure and Barring Service checks), details in references the school receives or provides to other organisations, CCTV footage and images, driving at work documentation)

This list is not exhaustive, to access the current list of categories of information we process please contact the school office or email [enquiries@eddiversity.blackpool.sch.uk](mailto:enquiries@eddiversity.blackpool.sch.uk).

## Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid (including tax and NI contributions)
- d) to safeguard our workforce, students and other individuals
- e) to ensure safe working practices
- f) to meet the statutory duties placed upon us for DfE data collections
- g) To meet safeguarding and/or health & safety obligations this includes driving at work

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- (c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. Health & Safety, Safeguarding)
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

However, the organisation will on occasion rely on:

(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)

(d) processing is necessary in order to protect the vital interests of the data subject or of another natural person; (e.g. medical emergencies)

(f) processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data. (e.g. school photographs)

When processing special categories of personal data the organisation will engage an additional condition from Article 9(2)(a) of the GDPR.

## **Collecting workforce information**

We collect personal information from a number of sources, including but not limited to application forms, signing in and out sheets, previous employers, the LA, regulatory authorities such as HMRC, trade union, the Disclosure and Barring Service, medical professionals, students or their parents/carers, publically available resources online and the data subject themselves. In addition to this we may obtain information from technical systems such as our computer networks, CCTV, email, intranet and internet facilities, telephones and mobile phone records.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this. If our workforce fail to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please email [enquiries@eddiversity.blackpool.sch.uk](mailto:enquiries@eddiversity.blackpool.sch.uk)

## **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE) in compliance with legal obligations of the school to provide information about our workforce as part of statutory data collection.

## **Why we share school workforce information**

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

The legislation the school shares data under includes but is not limited to:

- Education Act 2011
- Education and Skills Act 2008
- The Special Educational Needs and Disability Regulations 2014
- Children and Families Act 2014
- Children's Act 1989
- Children's Act 2004
- Education Regulations 2007 and amendments
- Health and Safety at Work etc. Act 1974

## **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**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections.

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

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.

## **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, email [enquiries@eddiversity.blackpool.sch.uk](mailto:enquiries@eddiversity.blackpool.sch.uk)

You also have the right to:

- 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
- a right to seek redress, either through the ICO, or through the courts

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/>

## Contact

If you would like to discuss anything in this privacy notice, please email [enquiries@eddiversity.blackpool.sch.uk](mailto:enquiries@eddiversity.blackpool.sch.uk)

## How Government uses your data

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

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

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>.

## Sharing by the Department

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.

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