

## 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, email, home and mobile numbers, employee or teacher number, national insurance number and emergency contact details)
- special categories of data including characteristics information such as gender, age, ethnic group, trade unions, sex orientation religious beliefs
- contract information and employment records (such as start dates, hours worked, post, roles and salary information, performance and management records)
- work absence information (such as number of absences and reasons) overall attendance
- qualifications (and, where relevant, subjects taught) training courses attended
- payroll and pensions including bank/building society details
- medical information
- recruitment and pre-employment checks
- health and safety
- CCTV
- Data about your use of the school information and communication systems
- DBS

### 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
- improve the management of workforce data across the sector
- ethnicity and disability monitoring and in the interests of ensuring equal opportunities and treatment
- inform the development of recruitment and retention policies
- enable individuals to be paid
- budgeting including financial monitoring
- performance management
- safer recruitment as part of our safeguarding obligations towards pupils and other individuals
- safe working practices
- to comply with the law regarding data sharing (see further below)
- to comply with legal requirements in relation to equalities and non-discrimination
- to make payments to our workforce, such as salary payments
- to deduct tax and National Insurance contributions
- to make a decision about recruitment
- to check individuals are legally entitled to work in the UK
- liaising with pension providers
- for the purposes of preventative or occupational medicine in order to assess an individual's working capacity and/or the need for reasonable adjustments

## **The lawful basis on which we process this information**

We process this information under contract, employment, social security, social protection and public task for example: we need to process information to carry out official functions.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- fulfil a contract we have entered into with you
- comply with a legal obligation
- carry out a task in the public interest
- employment contracts and law

## **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 create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain the file and delete the information after termination of employment plus six years.

## **Who we share this information with**

We routinely share this information with:

- our local authority ( to meet our legal obligations to share certain information with it such as safeguarding concerns)
- the Department for Education (DfE)
- payroll & pensions
- medical
- occupational health
- NHS
- Parentmail
- Educators
- Ofsted
- Financial Organisations
- Auditors
- professional advisors including legal and HR consultant

## **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 pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 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

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: Chief Operating Officer.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

During the summer holidays it maybe difficult to respond but we are happy to help people access information in a timely manner. 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. And follow our compliance procedure. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>