

# Oakdene Primary School

## Privacy Notice (How we use school workforce information)

### Why do we collect and use staff information?

As a school, Oakdene Primary School needs to collect, store and use data about you. The data we collect, use and share allows us to operate in the public interest as a school. We ensure that information is only processed, stored and shared for appropriate lawful purposes. This privacy notice provides guidelines as to the information we process in school and how, why and with whom it is used and shared.

### The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, contact details)
- 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)
- relevant medical/dietary information
- relevant information for car users (details of business insurance, MOT, car tax, drivers licence and endorsements)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Photographs
- CPD information
- Disciplinary/capability records

For details of what we collect, process, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter Z6137998, which is Oakdene Primary School's registration reference number.

### 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
- enable individuals to be paid
- facilitate safer recruitment
- assist in the running of the school
- support effective performance management

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

We process workforce information under the Data Protection Act 1998 (DPA) and "Article 6" and "Article 9" of the General Data Protection Regulation (GDPR) where data processed is 'special category data' from the GDPR from 25 May 2018.

*Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*

*Article 9 (GDPR) condition: For substantial public interest on legal basis.*

We collect and use workforce information for data collection purposes under the Education Act 1996 (see <https://www.gov.uk/education/data-collection-and-censuses-for-schools> for more information).

## **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 hold school workforce data throughout your period of employment and for 7 years after the cessation of your employment. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely.

Full details of data retention periods adopted by **Oakdene Primary School** can be found in the Disposal of Record Schedule for Oakdene Primary School.

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

We routinely share this information with:

- our local authority (Stockton-on-Tees)
- the Department for Education (DfE)

## **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.

## **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>

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law. When transferring personal information outside the UK, we will:

- Include the standard contractual data protection clauses approved by the European Commission for transferring personal information outside the UK into our contracts with those third parties (these are the clauses approved under Article 46.2 of the General Data Protection Regulation (GDPR); or
- Ensure that the legal framework in the country in which your personal information will be handled has been assessed as providing adequate protection for individuals' rights and freedoms for the personal data by the UK Government.

You can find out further information about the rules on data transfers outside the UK, including the mechanisms that we rely upon, on the website of the UK Information Commissioner's Office <https://ico.org.uk/>

### **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 Mrs E Bramley, Executive Head Teacher.

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

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 contact:

- Lee O'Sullivan, School Business Manager, Oakdene Primary School

- Data Protection Officer (for Schools)  
Corporate Services and Governance  
Gateshead Council  
Civic Centre, Regent Street,  
Gateshead, Tyne & Wear, NE8 1HH.  
Tel No: (0191) 433 2113 or 433 2192  
Email: [DPO@Gateshead.Gov.UK](mailto:DPO@Gateshead.Gov.UK)