# 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)
* references
* special categories of data including characteristics information such as gender, age, ethnic group, religion,
* contract information (such as start dates, hours worked, post, roles and salary information)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)
* relevant medical information
* payroll information
* Photos for school passes
* CCTV images

## 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
* to enable setting up of contracts and enable contractual changes

## The lawful basis on which we process this information

We collect data and use pupil information following the Data Protection Act 1998 and under the Education Act 1996. Further information regarding data collection can be found on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. We process information in accordance with GDPR under Article 6 ‘lawfulness of processing’ and Article 9 ‘Processing of special categories of personal data’**.**

The school relies on the following legal bases for personal information from Article 6:

Legal Obligation

Where the school needs to use your information in order to comply with a common law or statutory obligation. We may also have to disclose information to third parties such as Children’s services, the courts, the local authority or the police where legally obliged to do so.

Vital Interests

Where the information is needed to prevent someone from being seriously harmed.

Needed for a Contract

Where the school needs to process personal data so that we can fulfil our contractual obligations.

The school also complies with Article ( of the GDPR where it processes special categories of personal information. The special categories of personal information are : personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade unio membership, genetic information, biometric information, health information and information about sex life or orientation.

When we process these special categories of information we rely upon the following legal basis:

Substantial Public Interest

The processing is necessary fro the reasons of substantial public interest.

Vital Interests

To protect the vital interests of any person where that person cannot give consent e.g if they are seriously hurt.

Legal Claims

The processing is necessary fro the establishment, exercise or defence of legal claims.

Medical Purposes

This includes medical treatment and the management of healthcare services

## 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 on the schools Management Information System (SIMS) and paper copies in locked filing cabinets. Under our contractual and legal obligations we hold your data for seven years after the end of your contract with the school. After which time it is securely destroyed.

# Who we share this information with

We routinely share this information with:

* our local authority
* 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>

# 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 office or 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/>

# Further information

If you would like to discuss anything in this privacy notice, please contact: the office, School Business Manager or Head Teacher.