

## PRIVACY NOTICE FOR SCHOOL WORKFORCE

### **How we use school workforce information**

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at Buglawton Primary School.

### **Why we collect and use workforce information**

We use school workforce data to:

- a) enable individuals to be paid
- b) facilitate safe recruitment
- c) support effective performance management
- d) enable the development of a comprehensive picture of the workforce and its deployment
- e) inform the development of recruitment and retention policies
- f) allow better financial modelling and planning

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

- personal information (such as name, employee or teacher number, NI number, address history, proof of identity, DBS number, pre-employment references)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and relevant medical information
- qualifications and training records
- photographic records in the school and on SIMs

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

We process this information under Article 6 and Article 9.

- Legitimate Interest: processing is carried out in the course of the school's legitimate activities
- Contract: the processing is necessary for the contract the school has with the individual
- Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations)
- Public task: the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- For data collection purposes (Departmental Censuses) under the Education Act 1996.

### **Collecting this information**

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 UK 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.

## **Storing workforce data**

We hold workforce data throughout your period of employment and for a further 6 years beyond your termination of employment.

Your information will be stored electronically in Word and on SIMs (as required by the Department for Education for Census returns), as well as in a paper file.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records and override electronic files.

## **Who will my information be shared with?**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- third parties in the Local Authority such as Education HR, Transactional Services and Recruitment & Pay

The information shared is done so securely via management information systems such as SIMs, through data collections to the DfE and via securely encrypted emails.

## **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)**

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 school employees with 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 the Department for Education (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

You have the right under data protection legislation to request access to information about you that we hold. To make a request for your personal information, contact Gaynor Lynch, School Business Manager.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## How the Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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.

## **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

## **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Gaynor Lynch  
School Business Manager  
Buglawton Primary School  
01260 633080