



GDPR PRIVACY NOTICE

Workforce

Headteacher _____

Chair of Governors _____

Date _____

Review Date _____

PRIVACY NOTICE - HOW WE USE WORKFORCE INFORMATION

Our school is the data controller of the personal information you provide to us. This means the school is responsible for deciding how information you provide us with is used. We refer to your information as “personal data” and when we use your information in different ways, this is called “processing”. The General Data Protection Regulation (GDPR) outlines how personal data should be protected and used appropriately by organisations.

In some cases, your personal data will be shared with other people, organisations or companies. This sharing will only occur after we have sought your permission (consent), unless the law requires us to do so. If we share your personal data outside of school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

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

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a Application Form, cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Images (such as photographs and CCTV images)
- Data about your use of school’s information and communications system
- Personal information (such as name, employee or teacher number, national insurance number)
- 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)
- Trade Union membership
- Health including any medical conditions and sickness records

Why we collect and use this information

We use school workforce data to:

- Enable you to be paid
- Facilitate safe recruitment as part of our safeguarding obligations towards pupil
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of the workforce data across the sector
- Support the work of the School Teachers' Review Body
- Enable the development of a comprehensive picture of the workforce and how it is deployed

The lawful basis on which we process this information

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

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds that justify the school's use of your data.

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 this file and delete the information in it in accordance with our records retention schedule and in line with the school GDPR Data Protection policy.

Who we share this information with

We routinely share this information with:

- Our local authority
- Our Payroll provider
- The Department for Education (DfE)
- Your family or representatives
- Educators and examining bodies
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for such as payroll
- Financial organisations
- Central and local government
- Survey and research organisations
- Staff Absence Insurance
- Security organisations, eg ADT
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

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

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 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.

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 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 DPO@old-hall.walsall.sch.uk or DPO@mary-elliott.walsall.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/>

Further information

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

- DPO@old-hall.walsall.sch.uk

Or

- DPO@mary-elliott.walsall.sch.uk