



GDPR Privacy Notice - School Workforce September 2018

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at St Mary's.

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

- personal information (such as name, address, email address, employee or teacher number, national insurance number, medical information, next of kin)
- special categories of data including protected characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- qualifications (and, where relevant, subjects taught)
- work absence information (such as number of absences and reasons)
- photographic records
- payroll information (such as bank account numbers for payment transfers).

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
- allow financial modelling and planning
- enable equal opportunities monitoring
- support safe recruitment practices
- support effective appraisal/performance management
- enable individuals to be paid accurately
- to email electronic school news and communications
- enable contact when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.

The lawful basis on which we process this information

We process this information under:

- **Article 6(1)(b)** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **Article 6(1)(c)** processing is necessary for compliance with a legal obligation to which the controller is subject

- **Article 6(1)(e)** processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- **Article 9(2)(b)** processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

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

Personal data relating to the school workforce at St Mary's C. E. Primary School is stored in line with the school's GDPR Data Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Teacher Pension Scheme
- Local Government Pension Scheme (LGPS)
- our absence insurance provider
- Disclosure and Barring Service
- potential future employers (when requested as part of a reference)

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 or require 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.

Teacher Pension Scheme (TPS) / Local Government Pension Scheme (LGPS)

We share information about our school employees with the TPS and LGPS where processing is necessary for the administration of/contributions to those schemes.

Absence insurance provider

We share information about our school employees with the company providing staff absence insurance where processing is necessary for the performance of that contract.

Disclosure and Barring Service/ Potential future employers

We will share information about our school employees to facilitate safe recruitment.

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, please contact Mrs Platten (Administrator) in the school office.

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 request 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> or by telephone on 0303 123 1113, Monday-Friday 9am-5pm.