

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, employee or teacher number, national insurance number)
- Special categories of data including characteristics information (such as gender, age, ethnic group and dactyloscopic)
- 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)
- Bank account information for payroll purposes
- Medical, home address and next of kin information for use with emergency services
- Contact details (home address, email address and telephone numbers)

We collect and use this information 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 – dactyloscopic data (finger print) used for time clock
- Enable individuals to be treated for medical purposes
- Contact staff outside of school hours in an emergency
- Report back to the Department for Education on statutory workforce census returns

The lawful basis on which we process this information

We process this information under article 6 of the GDPR in respect of public task and from Article 9 where data processed is special category data from the GDPR from 25 May 2018

For further information on how data is used, please visit the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting workforce 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 and we will tell you what you need to do if you do not want to share this information with us.

Dactyloscopic data is optional and all staff will be required to sign a consent form before their data is stored within the clocking in system and provide alternative means of accessing the relevant service if they object. Staff can also withdraw consent at any time and the school will delete any relevant data already captured once pay has been resolved.

This biometric recognition information is only used for the purpose of time sheets and is only stored within the time clock unit. As per the retention schedule, this information is deleted within a month of the staff member leaving the employment of the school. The delay is to ensure correct final pay.

Storing workforce information

We hold school workforce data securely for the length of time prescribed in the information management toolkit adopted by our school.

Who we 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.

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.

This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools. 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>

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found at: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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 school office.

Depending on the lawful basis above, you may 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: The Headteacher