

Privacy notice – how school workforce information is used

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, car registration and contact details
- Characteristics information – e.g. gender, age and ethnicity
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- 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 CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records, professional memberships, teacher reference number.
- DBS and information regarding teachers' sanctions
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Driving licence documentation and insurance information.
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

This list is not exhaustive.

Why do we collect and use your information?

The purpose of processing this data is to help us run the school, including to:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies and to ensure safer recruitments and as part of our safeguarding obligations towards pupils
- To enable individuals to be paid
- Support effective performance management
- Inform our recruitment and retention policies
- Allow effective financial modelling and planning
- Enable equalities monitoring
- Improve and inform the management of workforce data across the sector
- For use in emergency situations

Our lawful basis for using this data

We collect and use your information for the following reasons:

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

- 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)

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- (b) Employment, social security and social protection (if authorised by law)
- (c) Vital interests(g) Reasons of substantial public interest (with a basis in law)

The substantial public interest conditions are set out in paragraphs 6 to 28 of Schedule 1 of the DPA 2018:

18. Safeguarding of children and individuals at risk

How do we collect your information?

We collect your personal information via the following methods:

- Staff data form
- Medication forms
- Xentrall Payroll Services Stockton
- Disclosure and Barring Service
- Inventory for absence and attendance
- SAM (Staff Absence Management)

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the 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.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy, which can be found on teams.

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 management policy.

For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be found on teams.

Who do we share your information with?

We routinely share your information with:

- The Department for Education, Ofsted and Examining bodies
- The LA
- The Teachers' Pensions Scheme, or LA Pension Fund The Local Authority.
- Suppliers and service providers
- Our auditors
- Survey and research organisations
- Trade unions and associations

- Security organisations
- Health and social welfare organisations
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Sharing with the LA

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Sharing with the DfE

The DfE collects personal data from educational settings and LAs via various statutory data collections.

We are required to share information about you with the DfE under for the purpose of these data collections, under:

We are required to share information about our school employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, [which can be found by following the link below](https://www.gov.uk/government/publications/security-policy-framework):

<https://www.gov.uk/government/publications/security-policy-framework>

- The Teachers' Pensions Scheme, or LA Pension Fund The Local Authority.
We share this information to ensure you are paid and that pension entitlements are correct.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors
We share information to ensure we have the correct provisions and resources in place.
- Survey and research organisations
This is done with consent or anonymised so staff are not identified.
- Trade unions and associations

To ensure school fulfils its duty to inform parents of closures due to strike etc. Staff are anonymised

- Security organisations

To ensure CCTV and security of school

- Health and social welfare organisations

To support staff in school and to provide a duty of care.

- Charities and voluntary organisations

This is done with consent for a specific purpose e.g. leading a charity event in school

- Police forces, courts, tribunals

In line with the law

- Professional bodies

To ensure training and any associated qualifications are completed.

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The 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 and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

Pension funds

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the Teachers' Pension Scheme Regulations (<https://www.teacherspensions.co.uk/public/legal.aspx>) or in the LGPS Pension Regulations (<https://www.lgpsregs.org/>).

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact the headteacher on 01642 314309

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the head teacher.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in September 2024

How can you find out more information?

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

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, , the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from teams