

Privacy Notice (How we use school workforce Information)

Baslow St Anne's C. of E. Primary School

Data Protection Act 2018 and General Data Protection Regulation Privacy Notice: How we use school workforce information

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

- Personal information (such as name, employee, payroll or teacher number, DBS clearance, national insurance number, address, telephone number and email address)
- Characteristics (such as ethnicity, gender, age, nationality)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and absence reasons)
- Relevant medical information
- Qualifications (and where relevant, subjects taught)

We use school workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) keep children safe
- e) meet statutory duties placed upon us, and
- f) to comply with the law regarding data sharing

The lawful basis on which we use this information

The lawful bases we rely on for processing school workforce information are:

- for the purposes of a), b), c), e) and f) in accordance with the legal basis of Public Task; collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purpose of d) in accordance with the legal basis of Vital Interests; to keep children safe (DBS clearance checks, Form A)

Collecting school 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing data

School workforce information is stored in accordance with school's retention policy, which can be found on the school's website.

Who we share school workforce information with

We routinely share workforce information with:

- our local authority
- the Department for Education (DfE)
- the NHS (personal data of employees may be shared with NHS/Public Health Agencies where relevant to the COVID-19 pandemic)
- Teachers2Parents and SchoolMoney (the text and electronic payment system)
- Tempest (the school photographer)
- IT Just Done (the school's internet service provider)
- RM Integris (the school's electronic database provider)
- Classroom Secrets
- FFT Aspire (assessment system)

Why we share school workforce information

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

We are required to share information about our workforce with our local authority (LA) under section 5 of The Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We share personal data with the Department for Education on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational assessment.

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 the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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 DfE: <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 Vicki Jacob – School Business Officer at Baslow St Anne's C. of E. Primary School –01246 583298 / enquiries@st-annescfe.derbyshire.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
- 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/>

Contact

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

Vicki Jacob – School Business Officer

Baslow St Anne's C. of E. Primary School

01246 583298

enquiries@st-annescofe.derbyshire.sch.uk