



# Privacy Notice for Workforce 2020/21

Policy Owner	Mr Brooke
Date Approved	3 <sup>rd</sup> July 2020
Governor Signature	
Governor Name	
Governor Role	

<i>Admin use only</i>	
Location	
Website	
Learning Platform	
Policies File	
Staff room	
Headteacher's File	
Policies Log updated	



# Loxdale Primary School

## Privacy Notice

### The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract and employment information (such as start date, hours worked, post, roles and salary information, Right to work checks, Disclosure and Barring Service checks)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- performance information (such as records of observations, development plans, CPD, outcomes of disciplinary and/or grievance procedures)

This list is not exhaustive.

### Why we collect and use workforce information

We use workforce data to:

- a) facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- b) enable individuals to be paid
- c) support effective performance management
- d) inform our recruitment and retention policies
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring
- g) Improve the management of workforce data across the sector
- h) Support the work of the School Teachers' review body.
- i) **Support the Local Authority Driving at Work policy.**

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

- For the purposes of **(a)** in accordance with the legal basis of **legal Obligation**: processing the data is necessary to fulfilling our legal obligation to Keeping Children Safe in Education
- For the purposes of **(b)** and **(i)** in accordance with the legal basis of **fulfilling a contract**: to ensure that we honour the contract that is held between the school and yourself.
- For the purposes of **(c), (d), (e), (f), (g), (h) and (i)** in accordance with the legal basis of **Public Task**

Less commonly, we may also use personal information about you where you have given us consent to use it in a certain way

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 which justify the school's use of your data.

## **Collecting workforce information**

We collect personal information at the time of recruitment, for example, staff contract forms, bank details, evidence of right to work, DBS ref No, **Driving at work details**.

Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with 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 in this.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [our website](#).

## **Who we share workforce information with**

We routinely share workforce information with

- our local authority
- the Department for Education (DfE)

## **Why we regularly share workforce information**

We do not share information about our 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, under:

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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 [include details of administrator / data protection officer]

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/>

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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please email the school at [loxdaleprimaryschool@wolverhampton.gov.uk](mailto:loxdaleprimaryschool@wolverhampton.gov.uk) marking your email for the attention of the Data Protection Officer; alternatively, write to the Data Protection Officer, Loxdale Primary School, Chapel Street, Bilston, WV14 0PH.

## How Government uses your data

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

- informs departmental 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

## Data collection requirements

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>.

## Sharing by the Department

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.

To contact the department: <https://www.gov.uk/contact-dfe>