



## 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, addresses and emergency contact details and identification documents);
- special categories of data including characteristics information such as gender, age, ethnic group;
- 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)
- payroll information such as bank details
- relevant medical information including referrals to occupational health
- information necessary to follow HR policies such as previous disciplinary/grievance issues, medical information, attendance patterns
- images such as CCTV, photos of staff for SIMS, images to be used on the school website, Facebook and Twitter.
- biometrics
- pastoral information such as issues presenting at school or home regarding well-being.
- accident reporting: nature of accident, injury sustained, name, address etc.

## Why we collect and use this workforce 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;
- enable individuals to be paid
- enable the school to comply with the law regarding data sharing
- enable the school to appropriately support staff to fulfill their role in school
- to provide advice and guidance to staff where appropriate
- enable the school to appropriately support the health and safety of staff and students
- to assess the quality of our services
- to allow better financial modelling and planning
- to enable ethnicity and disability monitoring
- to comply with employment law
- when necessary to obtain legal advice
- to allow for the efficient and effective running of the school
- to promote the school via the school website/school information booklets
- information obtained will form part of your statutory, contractual or school requirement



## The lawful basis on which we process this information

We collect and use staff information for general purposes under paragraphs 9.1 and 9.2 of the Dowdales School General Data Protection Regulation policy which complies with Articles 6 and 9 of the GDPR.

## 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 GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this. We may also receive information about staff from other organisations such as previous employers, local authority and/or Department for Education as well as the DBS. We collect information via application forms, recruitment process, staff contract forms, references etc. Workforce data is essential for the school's/local authority's operational use.

## Storing this information

We hold school workforce data for termination of employment plus 6 years or as instructed by the Local Authority and our retention schedule and in accordance with the school's GDPR policy which is available on the school website.

## Who we share this information with

We routinely share this information with:

- our local authority/children services – where applicable
- the Department for Education (DfE)
- Payroll and Personnel Providers
- Occupational Health and HR Providers
- Cashless catering providers
- Online payment providers
- Electronic communications providers (including text messages)
- Evolve
- Future employers
- Legal Services
- H&S Provider re accident reporting
- As outlined in Appendix 5 of the GDPR policy – Third Party Companies/Organisations, which is available on the school website and which will be updated as and when required.



## 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.

### 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. The data informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce. It is also linked to school funding and expenditure and supports 'longer term' research and monitoring of education policy. 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.

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.

## 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
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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>

## 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 Student 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>.

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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, contact Mr. M. Rushton.

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 have a right to 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 Mr. M. Rushton.