Repton Primary School

Privacy Notice - Workforce

Version 1

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Next Review Date	

Contents

3.1 Privacy Notice (How we use workforce information) 3

3.2 The categories of school workforce information that we process include: 3

3.3 Why we collect and use workforce information 3

3.4 How we collect workforce information 4

3.5 How and where we store workforce information 4

3.6 Who we share workforce information with 4

3.7 Why we share school workforce information 4

3.8 Local authority & Governing Body 4

3.9 Department for Education 4

3.10 Requesting access to your personal data 5

3.11 How Government uses your data 5

3.12 Data collection requirements 5

3.13 Sharing by the Department 5

3.14 Contacts 6

3.1 Privacy Notice (How we use workforce information)

We collect, hold and share personal information on the School workforce. The School workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at the school.

3.2 The categories of school workforce 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 information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and relevant medical information
- qualifications (and, where relevant, subjects taught)
- photographic records

3.3 Why we collect and use workforce information

We use 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) facilitate safer recruitment
e) support effective performance management
f) allow better financial modelling and planning
g) support the management of absence
h) photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
i) to meet our statutory duties
j) for site security
k) protect public monies against fraud
l) to detect and prevent crime and combat fraud
m) to streamline systems

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

- Article 6(a) - Consent (for any processing which does not fall into the bases detail within this section below)
- Article 6(c) - Compliance and Legal Obligation (in particular, but not exclusively, section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments))
- Article 6(e) - Public Interest.
- Article 6(f) – Legitimate Interest

In addition, concerning any special category data **(personal data that needs more protection because it is sensitive, please see our legal conditions for processing document for information about special category data)** of GDPR - Article 9 :

- Article 9(2g) - Processing is necessary for reasons of substantial public interest

Data Protection Act 2018 part 2 schedule 1;

- 8 - Equality of Opportunity or Treatment
- 18 - Safeguarding Children and Individuals at Risk

3.4 How we collect workforce information

We collect personal information via contract forms, self-certification forms [medical], Fit Notes, images provided by individuals or taken using school photographic equipment, local authorities, previous employers, NHS, the Police and the department for Education [DfE].

Workforce data is essential for the School's /Local authority'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 data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us and your rights in relation to this

3.5 How and where we store workforce information

We securely store workforce information on our MIS (RM Integris & DCC SAP, which are securely cloud hosted). Secure storage is provided for paper based records. 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 to see our Record Retention and Deletion Policy.

3.6 Who we share workforce information with

We routinely share this information with:

- our Local Authority
- our Governing Body
- the Department for Education (DfE)
- HMRC
- Employers where references are requested
- Police
- *External systems used by the School to carry out day to day processes and requirements. See Appendix 1 of this document.*

3.7 Why we share school 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.

3.8.1 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.

This may include, inter alia matters relating to the following: -

- **payroll,**
- **contracts,**
- **Occupational Health**

3.8.2 Our Governing Body

We may be required to share information about our pupils with the schools Governing Body to enable them to carry out their statutory duties in leading the school.

3.9 Department for Education

We share personal data with the Department for Education (DfE) on a statutory basis. 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.

3.10 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, the Headteacher or the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, i.e. to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- data portability where applicable.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to revoke that consent.
- You also have rights in relation to automated decision making and profiling, **though these are not currently relevant**
- Finally, the right to seek redress, either through the ICO, or through the courts

3.11 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

3.12 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.

3.13 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.

If you need more information about how our local authority and/or DfE collect and use your information, please visit:

- our local authority at http://www.derbyshire.gov.uk/privacynotices ; or
- the DfE website at https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you are unable to access these websites, please contact:

3.14 Contacts

If you have a concern about the way we are collecting or using your personal data or you would like to discuss anything in this privacy notice, we ask that you raise your concern with us in the first instance.

Please contact the School Office, Headteacher or School Data Protection Officer:

Data Protection Officer Name:	GDPR for Schools, Derbyshire County Council
DPO Email:	gdprforschools@derbyshire.gov.uk
DPO Phone:	01629 532888
DPO Address:	Room 396, North Block, County Hall, Smedley Street, Matlock, Derbyshire, DE4 3AG

For Derbyshire County Council:
Information Governance Officer
Children's Services Department, Derbyshire County Council
Room 361
County Hall
Matlock
Derbyshire
DE4 3AG
Email: cs.dpandfoi@derbyshire.gov.uk
Telephone: 01629 532011

For DfE:
Public Communications Unit,
Department for Education,
Sanctuary Buildings,
Great Smith Street,
London, SW1P 3BT
Website: www.education.gov.uk
https://www.gov.uk/contact-dfe
Email: http://www.education.gov.uk
Telephone: 0370 000 2288

If however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting ICO registration number Z8588652 and stating that the Data Controller is Repton Primary School

Information Commissioners' Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510
Website: https://ico.org.uk/concerns/