

# Privacy Notice (How we use workforce information)

St Bridget's CE Primary School is committed to protecting the privacy and security of personnel information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the General Data Protection Regulation (GDPR) , section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

St Bridget's C of E Primary is the Data Controller for the use of personal data in this privacy notice

This policy is to make available to those employed to teach, or otherwise engaged to work, at a school or a local authority to explain how we use their personal information.

## The categories of school information that we process

These 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)
- qualifications (and, where relevant, subjects taught)
- safeguarding (employment, checks, references and DBS information)
- financial (such as bank details to enable payment of salary and expenses)

## 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, appraisal and retention policies
- c) to manage the training and welfare of staff
- d) enable individuals to be paid, pension contributions made and tax and NI deducted
- e) undertake our responsibilities for safeguarding children
- f) provide employee services and benefits
- g) enable the provision of education and pastoral care to students
- h) communicate with you
- i) to comply with our legal obligations in relation to the law and data sharing
- j) to provide catering and payment service
- k) to provide ICT and information services
- l) to maintain staff records
- m) to monitor equal opportunities
- n) to ensure staff and student safety and security, to prevent and detect crime
- o) to promote the school and its activities
- p) to carry out audits
- q) to deal with complaints, grievances and disciplinary actions
- r) to complete DFE school workforce census
- s) to inform and administer school trips and activities

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

- for the purposes of processing necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
  - consent has been obtained from the data subject
  - necessary for the performance of a contract with the data subject
  - processing is necessary for compliance with a legal obligation
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- In addition when we collect any special category data e.g. information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

## **Collecting workforce information**

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 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 and we will tell you what you need to do if you do not want to share this information with us.

## **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 the school website policy section which holds Data Retention, Breach and Information Sharing Policies

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

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- future employers (for reference information)
- examination boards
- catering and trip payment providers
- communication service providers
- school trip providers and destinations
- IT service providers to enable access to services
- Payroll service provider
- LGPS and Teacher Pensions
- HMRC

## **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.

## 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.

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 Mr N Le Feuvre Head Teacher 0151 625 7652

The Data Protection Officer for our school is :

Data Protection Officer: Sarah Webb

Address: E2E Education

Email: [sarah.webb@e2e-education.co.uk](mailto:sarah.webb@e2e-education.co.uk)

Telephone: 01244 261380

Depending on the lawful basis above, you may 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **the Headteacher Mr N Le Feuvre**

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in **July 2022**

## Contact

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

Mr N Le Feuvre Head Teacher. 0151 625 7652

The Data Protection Officer for our school is Data Protection Officer: Sarah Webb

Address: E2E Education

Email: [sarah.webb@e2e-education.co.uk](mailto:sarah.webb@e2e-education.co.uk)

Telephone: 01244 261380

## 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.

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

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