



**Highfield**

C.E Primary School

## **Privacy Notice**

### **How we use Workforce Information**

#### **The categories of school information that we process**

These include:

- personal information (such as name, employee or teacher number, national insurance number, next of kin, medical information, identity checks, bank details, addresses, performance management records and photographs)
- 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)

This list is not exhaustive. To access the current list of categories of information we process please ask to see the General Data Protection Regulations (GDPR) Data Map held in the School Office.

#### **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 application of recruitment and retention policies
- c) enable individuals to be paid
- d) contact next of kin in an emergency

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:-
  - Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
  - Legal Obligation: data collected for DfE census information
  - Performance of a contract: collecting the data is necessary to process personal data to comply with our obligations under employment contracts
  - Vital Interest: to keep staff safe (allergies or medical conditions)
- for the purposes of b 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
  - Legal Obligation: data collected to comply with statutory safeguarding legislation
  - Performance of a contract: collecting the data is necessary to process personal data to comply with our obligations under employment contracts

- for the purposes of c in accordance with the legal basis of Performance of a contract: data collected to enable staff to be paid
- for the purposes of d in accordance with the legal basis of Vital Interest: data collected in the event of a medical emergency

In addition, concerning any special category data:

- conditions a, b and d of GDPR - Article 9

## Collecting workforce information

We collect personal information via application forms, medical questionnaires, data collection sheets, fitness for work certificates, pre-employment checks and qualification certificates.

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 <https://www.highfieldceprimaryschool.co.uk/>

## Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- HR/Payroll provider
- Occupational Health provider

## 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 school employees with the Department for Education (DfE) for the purpose of those data collections, 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 our Data Protection Officer – Rosie Walford on 02380 555793 or [head@highfieldschool.co.uk](mailto:head@highfieldschool.co.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

## Contact

If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer – Rosie Walford on 02380 555793 or [head@highfieldschool.co.uk](mailto:head@highfieldschool.co.uk)

## 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>