



## Privacy Notice – Staff

(How we use school workforce information)



Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'information notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Any organisation who holds, processes and shares personal data is known as a data controller under the data protection laws. We, St Andrew's CE (VA) Infant/ Junior School and the local authority are the Data Controller for the purposes of the Data Protection Act 2018 (DPA) and General Data Protection Regulations 2018 (GDPR).

Personal data is held by the school and the Local Authority about those employed or otherwise engaged to work, either on a paid, contracted or voluntary basis at the school or Local Authority.

This privacy notice sets out the following information:

[The personal data we hold](#)

[Why we use this data](#)

[Our legal basis for using this data](#)

[Special Category Data](#)

[Covid-19 and Remote Working](#)

[Collecting this personal data](#)

[How long we store this data](#)

[Data Sharing - Who we share any personal data with and why](#)

[Other Rights](#)

[Complaints](#)

[Data Protection Officer](#)

[How Government uses your data](#)

• **The personal data we hold:**

- personal information (such as name, employee or teacher number, national insurance number)
- personal information such as address, contact number, date of birth and age
- special categories of data including characteristics information such as trade union membership, religion, race and ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)

- Financial Information (such as bank details, payroll information, pension information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- evidence of Right to Work information
- proof of identity
- next of kin information (such as name, relationship, contact numbers)
- accident at work information
- disciplinary information
- CPD information
- Performance information (such as appraisals)
- Photographs
- Disclosure and Barring Service information
- Reference information for recruitment
- Trade union information

[Back to the top](#)

- **Why We Use this Data**

The purpose of processing the data is to assist in the smooth running of the school and to ensure the following:

- To enable staff to be paid
- To ensure the recruitment of suitably qualified staff in line with our safeguarding obligations towards pupils
- Improving the management of the workforce including effective performance management
- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling the monitoring of ethnicity and disability information
- Supporting the work of the School Teachers' Review Body
- To maintain our own accounts and records
- To support staff training
- To provide appropriate pastoral care
- To assess the quality of our services

[Back to the top](#)

- **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use your personal information where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

- We have legitimate interests in processing the data

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.

The above is in compliance with the legal bases set out under Article 6 and the processing of special categories of personal data under Article 9 of the General Data Protection Regulations (GDPR). We also have obligations under the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

[Back to the top](#)

- **Special Category Data**

The School collects and processes some personal information that is classed as Special Category data under the DPA and GDPR. Special category data is personal data that is classed as more sensitive than other personal information and therefore requires greater protection.

The special category data which school may process includes race, ethnic origin, religion, health information, details of any criminal record and information relating to your trade union membership.

In order to lawfully process special category data, school must have a lawful basis under Article 6 GDPR and a separate condition for processing the data under Article 9 GDPR.

The lawful basis under Article 6 GDPR for obtaining your medical information, criminal record and trade union membership is a contractual one. The separate condition for processing this information is under Article 9(2)(b).

The lawful basis under Article 6 GDPR for obtaining your race, ethnic origin and religion information is consent. It is optional to provide this information and this is made clear on the point of your application to the school. If you do provide this information then the main purpose that the school obtains this information is for the census and equality. The separate condition for processing this information is under Article 9(2)(a).

Due to the sensitive nature of special category data special care will be taken when collecting, processing and sharing this information.

[Back to the top](#)

- **Covid-19 and Remote Working**

In light of Covid-19, there has been the requirement for some staff members to work remotely from home. When working from home, staff members who require access to any staff personal information login to the password protected, school issued laptop. Staff are also able to sign into the remote school network remotely and use the secure work email.

When working remotely, the school will ensure that the following measures are in place:

- Personal information will only be accessible to those staff members who need to access it for the purpose of the task they are carrying out.
- Personal information will not be stored on personal computers or shared with anyone other than those referred to in this privacy notice.
- Measures will be taken to ensure that remote working is carried out in a manner that protects the security of all personal information.
- Staff members will adhere to the acceptable use policy, data protection policy and records management policy when processing personal data remotely.

Other than the fact that a staff member may be working remotely, your personal information will be processed in accordance with this privacy notice in the usual way.

[Back to the top](#)

- **Collecting this personal data**

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 data protection legislation, 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 collect your personal information on your application form and through your contract during the recruitment process. For volunteers we ask you to provide your personal information as part of the recruitment to a voluntary role. Your information is stored in a secure location in your personnel file and is strictly confidential.

[Back to the top](#)

- **How long we store this data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

We hold school workforce data securely for the time you are in our school and in compliance with the timescales set out on [www.IRMS.org.uk/page/schoolstoolkit](http://www.IRMS.org.uk/page/schoolstoolkit) and the schools GDPR Data Protection Policy and Records Management and Retention Policy.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records and paper records. Care will be taken to ensure that any external company is a reputable one who will provide certificates and assurances for the safe disposal of such information.

We keep information about you on computer systems and paper. There are strict controls on who can see your information.

[Back to the top](#)

- **Data Sharing – who we share any personal data with and why**

### **Who we share this information with**

We are required, by law, to pass on some of this personal data to:

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

We will not share information about you with third parties without your consent unless the law allows us to. Some examples of who we may share your data with include:

- Your family or representatives (e.g. details relating to an emergency)
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Our auditors
- Survey and research organisations (we will seek your consent in advance of this)
- Trade unions and associations
- Health Authorities and Social Welfare organisations
- Police forces, courts, tribunals,
- Professional Bodies

If you require more information about how we and/or DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **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 s.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.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under s.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.

[Back to the top](#)

- **Other Rights - 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 Data Protection Officer and Head Teacher in the first instance.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with our Data Protection Officer in the first instance.

[Back to the top](#)

- **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

[Back to the top](#)

- **Data Protection Officer**

If you have any questions, concerns or would like more information about anything mentioned please contact the data protection officer, Debbie Pettiford ([dpo.justyourvoice@outlook.com](mailto:dpo.justyourvoice@outlook.com)).

[Back to the top](#)

*This privacy notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.*

## **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>

[Back to the top](#)