

# The Ellis C of E Primary School

## Privacy Notice (How we use school workforce information)

**For those employed to teach, or otherwise engaged to work or volunteer, at a school.**

All organisations that collect, process and share personal data (known as data controllers) are required to comply with the UK-GDPR (General Data Protection Regulations). One of the requirements is to issue Privacy Notices so that individuals (data subjects) are fully informed of what happens to their personal data once it is collected. The school is the data controller of the personal information you provide to use. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. Where necessary, third parties may be responsible for processing staff members' personal information, Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

## The categories of school information that we collect, hold and share include:

- personal information (such as name, date of birth, address and contact details, employee or teacher number, national insurance number, next of kin contact information)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles, salary information and bank details)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- employment checks (DBS/identity informational including Right to Work documentation)
- staff photographs for display in the school entrance and on the school website

This list is not exhaustive, to access the current list of categories of information we process please contact the School Business Manager.

## Why we collect and use workforce information

We use school workforce data to:

- a) assist in the running of the school
- b) enable the development of a comprehensive picture of the workforce and how it is deployed
- c) allow better financial modelling and planning
- d) inform the development of recruitment and retention policies
- e) enable individuals to be paid
- f) effectively communicate with all stakeholders through email, text or telephone.

## The lawful basis on which we process this information

We process this information under the General Data Protection Regulation (UK-GDPR) 'ensuring we are compliant with a legal obligation' (Article 6c) and 'carrying out obligations and exercising specific rights' (Article 9).

We also comply with the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting workforce information

We collect personal information via recruitment forms on paper or online. 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 UK-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 contact the School Business Manager.

## Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Other third party companies who hold a Data Sharing Agreement with the School for example, SIMS Database, HR, Occupational Health, Payroll, Absence Insurance, ParentPay, SchoolComms, etc.

## 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) 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](#).

## 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.

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

## Covid 19 Privacy Notice

As a 'Data Controller' we have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. As a result of the COVID-19 pandemic we are obliged to share attendance data with the Department for Education to facilitate the provision of care for vulnerable children and the children of critical workers.

In addition to the above, personal data of employees, parents or visitors to school may be shared with NHS/Public Health Agencies where relevant to the Covid pandemic.

The Ellis CE Primary School may be required to share Personal Data of individuals under the Track and Trace scheme. The scheme does have a Privacy Notice <https://contact-tracing.phe.gov.uk/help/privacy-notice>

## 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 Headteacher or the school Data Protection Officer.

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
- 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 by contacting the School Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact: The Headteacher or Data Protection Officer at The Ellis C of E Primary School, School Street, Hemingfield, Barnsley, S73 0PS or telephone 01226 753383.

**Completed and approved RH. To be reviewed June 2022.**