



Holy Trinity RC Primary School

## Privacy Notice - School Workforce

Schools are required to inform staff about how their personal data may be collected and used. This requirement is specified in the General Data Protection Regulation ((EU) 2016/679) ("GDPR") which comes into effect on 25 May 2018.

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

- Personal information and contact details (such as name, employee or teacher number, national insurance number, addresses, telephone numbers and personal email addresses)
  - Date of birth
  - Marital status and gender
  - Next of kin and emergency contact information
  - National Insurance numbers
  - Salary, annual leave, pension and benefits information
  - Bank account details and payroll records
  - Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
  - Employment records (including job titles, work history, working hours, training records and professional memberships)
  - Outcomes of any disciplinary and/or grievance procedures
  - Work absence information (such as number of absences and reasons)
  - Performance information
  - Qualifications
  - Photographs
  - CCTV footage
  - Information about your use of our information and communications systems.
- [NB. The above list is not exhaustive]

### **Why we collect and use this information**

We use school workforce data to:

- Enable communication with members of staff
- Enable individuals to be paid
- Employment checks, e.g. right to work in the UK in order to facilitate safe recruitment
- Support the effective performance management of staff

- Improve the management of workforce data across the sector
- Informing our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Supporting the work of the school teachers' review body.
- Complying with legal requirements and obligations to third parties.
- Ensuring network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution. The collection of personal information will also benefit both the DfE and Local Authority.

## **The lawful basis on which we process this information**

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records,

## **Collecting this information**

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.

## **Storing this information**

Once a person has taken up employment with us, we will compile a file relating to their employment. The information contained within this file will be kept secure and will only be used for purposes directly relevant to that person's employment. Once their employment with us has ended, we will retain the file in accordance with the requirements of our GDPR Data Protection Policy and then delete it.

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

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Diocese of Salford

## **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 section 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 section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 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>.

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.

For more information about the department's data sharing process, please visit:

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

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

## 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 Miss Nicola Atkinson in the School Office.

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 us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## **Further information**

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

**Miss Nicola Atkinson**  
**School Business Officer/Data Protection Officer**  
**Holy Trinity RC Primary School**  
**Halifax Road**  
**Brierfield**  
**BB9 5BL**

**Tel: 01282 613709**

**Email: [bursar@holytrinityrc.lancs.sch.uk](mailto:bursar@holytrinityrc.lancs.sch.uk)**