



West Melton Primary School

Privacy notice for the school workforce

Privacy notice – how school workforce information is used

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To record and monitor staff absence.

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- **Contract:** the processing is necessary for a contract the school has with the individual, or because they have asked you to take specific steps before entering into a contract.
- **Public task:** the processing is necessary for school to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

How do we collect your information?

We collect your personal information via the following methods:

- Staff contract forms
- Application forms

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy.

Personal information is stored in paper records in locked cupboards in school. Also, information is stored in the school's Management Information System software.

Who do we share your information with?

We routinely share your information with:

- The LA
- The DfE

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact the school Data Protection Officer Mr T. Pinto on 07595 302684.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

Declaration

I, **name of staff member**, declare that I understand:

- The categories of my personal information West Melton Primary School collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's Records Management Policy.
- My rights to the processing of my personal information.

Name of staff member: _____

Signature of staff member: _____

Date: _____

For school use only

Date privacy notice last updated: ___1.3.2020_____