



# Hall Green Primary School

## Staff Privacy Notice

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

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid.

### The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number and address)
- characteristics information (such as gender, age, nationality, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information, appraisal and disciplinary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information (such as food allergies or medication needed in an emergency)
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- address information (such as the known contact address to direct correspondence to)
- payroll information (such as bank account numbers for payment transfers)
- safeguarding (such as employment checks, references and DBS information)

This list is not exhaustive.

### 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) to recruit, retain, train, appraise, manage the welfare and performance of staff
- c) enable individuals to be paid, pension contributions made and tax and NI deducted
- d) to undertake our responsibilities for safeguarding children
- e) to provide employee services and benefits (such as childcare vouchers and pensions)
- f) to contact you directly when you are not on the premises
- g) to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual
- h) to carry out audits (e.g. to ensure compliance with our legal obligations)
- i) to deal with complaints, grievances and disciplinary actions
- j) to complete DfE school workforce census
- k) to administer school trips and activities

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

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision or payment of the individual.

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- consent has been obtained from the data subject
- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation

## **Collecting workforce information**

We collect personal information via the information you provide at your initial point of appointment. This is updated annually via the information you provide on your annual data collection forms, or as necessary when you provide us with any relevant amendments.

Workforce data is essential for the school's / local authority'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 school workforce data as specified in our Record Retention Schedule. The period of time varies according to the nature of the data. Most records are retained for a period of 6 years after the employee has ceased employment with the school.

## **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- our local authority
- Department for Education (DfE)
- future employers (for reference information)
- communication service providers
- school trip providers and destinations (for example names to purchase tickets)
- IT service providers to enable access to services
- payroll service provider
- LGPS and Teacher Pensions
- HMRC

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.

## 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

We share personal data with the Department for Education (DfE) on a statutory basis.

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). This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

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>

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 we hold about you. To make a request for your personal information, please write to us at [kim.heng@hallgreenprimary.co.uk](mailto:kim.heng@hallgreenprimary.co.uk). Please note, keeping your information secure is our top priority, therefore you may be asked to provide identification of yourself before we can release any records to you. If you have any queries regarding your personal data, please contact our Data Protection Officer at SIPs: [gdpr@sips.co.uk](mailto:gdpr@sips.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. This version was last updated on 06.06.2019.

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at SIPs: [gdpr@sips.co.uk](mailto:gdpr@sips.co.uk)