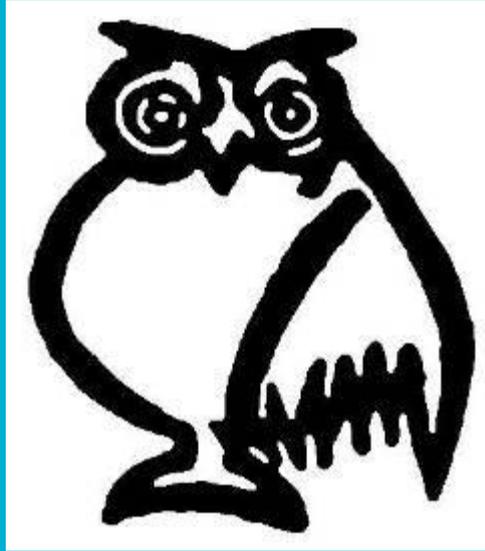


# Danbury Park Community Primary School



## Privacy Notice School Workforce

Based on the DfE model privacy notice (August 2019)

Last revision dated:	Summer 2018
This revision completed during:	Summer 2020
Agreed by the governing body:	09/07/2020
Next revision due:	Summer 2022

# Danbury Park Community Primary School

## Privacy Notice: How we use school workforce information

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and governor, trainee teachers, apprentices and work experience/workplace placements.

Danbury park Community Primary School is the data controller for the use of personal data in this privacy notice.

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

- personal information (such as name, employee or teacher number, national insurance number);
- special categories of data including characteristics information such as gender, age, ethnic group;
- contract information (such as start dates, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons);
- qualifications (and, where relevant, subjects taught);
- medical information;
- other personal information;
- payroll information (e.g. bank details);
- references.

This list is not exhaustive, to access the current list of categories of information we process please contact see the data register which is available from the school office.

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

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed;
- pay salaries and pension contributions;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teachers' Review Body;
- comply with guidance such as 'Working Together' and safeguarding obligations;
- facilitating good governance;
- internal reviews and quality monitoring;
- CPD and staffing issues.

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

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

We must make sure that information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations

to organisations such as HMRC and the Department of Work and Pensions.

## **Collecting this information**

We collect personal information from recruitment application and appointment forms as well as data collection sheets which are reviewed annually in the Autumn of each academic year.

Workforce data is essential for the school's operational use. 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 and we will tell you what you need to do if you do not want to share this information with us.

## **Storing this information**

We hold data securely for the set amount of time shown in our data retention schedule. Please see the Records Management and Retention Policy for full details which is available from the school website or from the school office.

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

We routinely share this information with:

- our local authority;
- the Department for Education (DfE);
- safeguarding and protection for children and vulnerable adults;
- payroll services;
- legal advisers;
- insurance providers;
- HMRC;
- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers).

## **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 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 the 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 of this 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 the headteacher.

You also have the right to:

- ask us for access to information about you that we hold;
- have your personal data rectified, if it is inaccurate or incomplete;
- request the deletion or removal of personal data where there is no compelling reason for its continued processing;
- 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;
- not 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/>

## **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the headteacher.

## **Last updated**

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. The most recent version will be available on the school website or from the school office.

## **Further information**

The school has engaged the services of SBM Services (uk) Ltd to carry out the Data Protection Officer duties on our behalf. They can be contacted by email on [info@sbmservices.co.uk](mailto:info@sbmservices.co.uk) or by phone on 01206 671103.

The headteacher has been nominated as the link between the school and the Data Protection Officer. They can be contacted by email on [admin@danburypark.essex.sch.uk](mailto:admin@danburypark.essex.sch.uk) or by phone on 01245 224994.

## **More information about Data Protection and our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

## 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>