How we use school workforce information

Dove Bank Primary School has the legal right and a legitimate interest to collect and process personal data relating to those we employ, or those otherwise contracted to work at the school. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education" 2016
- The Childcare (Disqualification) Regulations 2009
- School's legal and statutory frameworks

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

- personal information (such as name, address, employee or teacher number, national insurance number, qualifications)
- 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)
- relevant medical information
- payroll information

Why we collect and use this information

We process personal data for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allowing better financial and modelling and planning
- enabling ethnicity and disability monitoring
- government workforce census

The lawful basis on which we process this information

We process this information under GDPR**:**
> **Article 6 (1)(b, c, e), and Article 9(2)(a, b, e, f, h j).**

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.

If staff members fail to provide their personal data, there may be significant consequences, including the failure to pay salaries and failure to meet legal compliance. Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the school to do so.

Storing this information

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed. In line with IRMS guidance – Termination of Employment +6 years.

Who we share this information with

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:
> Department for Education (DfE)
> Staffordshire County Council

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 staff members' privacy rights.

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 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 Mrs Eithna Ford.

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:

Mrs Eithna Ford or alternatively the School's Data Protection Officer (DPO) Tracy Thorley – email dpo@staffordshire.gov.uk or via letter to Data Protection Officer, Information Governance Unit, Staffordshire County Council, 2 Staffordshire Place, Stafford. ST16 2DH

Declaration

Please return to Mrs Eithna Ford – Head teacher

I (name) _____ declare that I understand:

- Dove Bank Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- Dove Bank Primary School may share my data with the DfE and the LA.
- Dove Bank Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- My data is retained in line with Information Management Toolkit for Schools
- My rights to the processing of my personal data.

Name of staff member: _____

Signature of staff member: _____

Date: _____
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