



WOODLANDS
PRIMARY AND NURSERY SCHOOL

PRIVACY NOTICE FOR STAFF

Creation Date: November 2022

Review Date: November 2024

How we use workforce information

This document details what personal data the school processes, what the legal basis is for this and why the school processes this data.

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

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, 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
- Other payroll information

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) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) Any other related payroll actions

The UK General Data Protection Regulation and the Data Protection Act 2018 (GDPR), is the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6

- Data subject has given consent
- Processing is necessary for the performance of a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary to protect the vital interests of the data subject

Article 9 – Special Category Data

- Data subject has given explicit consent
- Processing is necessary for the purposes of carrying out the obligation and exercising specific rights of the controller or of the data subject in the field of employment
- Processing is necessary to protect the vital interests if data subject
- Processing relates to personal data which are manifestly made public by the data subject

Collecting workforce information

Workforce data is essential for the school's / local authority's operational use. We collect

personal data for specified explicit and legitimate reasons a majority is mandatory, but some of it is requested on a voluntary basis.. We will explain these reasons to the individuals when we first collect their data.

If we want to use personal data for reason other than those given when we first obtain it, we will inform the individuals concerned before we do so, and seek consent where necessary.

Staff must only process personal data where it is necessary in order to do their jobs.

When staff no longer need the personal data they hold, they must ensure it is deleted or anonymised. This will be done in accordance with the school records management policy.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit: <https://www.woodlands-sch.org.uk/home/keyinfo/policies/>

Who and why we share workforce information with

We do not share information about our workforce members with anyone without consent unless the law and our policies require/allow us to do so.

We routinely share this information with:

Local Authority (where applicable)

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 of Education (DfE) on a statutory basis. This data sharing underpins workforce policy, monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department of 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 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 the UK General Data Protection Regulation and the Data Protection Act 2018 legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Vanessa Bradley, School Business Manager.

The School Data Protection Officer is Mr Rob Montgomery, Audit & Governance Team Leader,

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
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

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

Vanessa Bradley, School Business Manager, Tel. 01952 386070.

The School Data Protection Officer is Mr Rob Montgomery, Audit & Governance Team Leader, Telford & Wrekin Council. Tel: 01952 383103

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.

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