



Whitwick St John the Baptist CE Primary School

Privacy Notice for School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or otherwise engage, to work in our school.**

Our school is defined as the 'data controller' for the purposes of data protection law. Our data protection officer is Vicky Pettit.

Personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about our workforce includes, but is not restricted to:

Personal Information	Name, gender, date of birth, home address, telephone number, email address, employee or teacher number, national insurance number, next of kin and emergency contact information, medical conditions and dietary requirements.
Characteristics	Age, ethnicity, marital status
Attendance Information	Sessions attending, number of absences and reasons for absences
Recruitment	Start date, hours worked, post/role, salary information, bank details, P45 forms, identity and right to work documentation, DBS evidence, application forms, references, self-disclosure forms, pensions information, annual leave record, information included in a CV or covering letter at application process.
Other Information	Working overseas, Car information, qualifications and employment history, training records and performance management documentation, disciplinary and grievance procedures, photographs, CCTV images captured in school.

Why we collect and use this data

We use the workforce data to:

- Enable individuals to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils.
- Support effective performance management.

The lawful basis on which we use this information

We only collect and use workforce personal data when the law allows us to. The lawful basis for processing personal data is set out in Article 6 of the General Data Protection Regulation.

Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with individuals.
- Comply with a legal obligation
- Carry out a task in the public interest.

Less commonly, we may also use personal information about our workforce where:

- We have obtained consent to use it in a certain way. This consent can be withdrawn at any time and we will make this clear when we ask and explain how consent can be withdrawn.
- We need to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

Collecting workforce information

Workforce data is essential for the school's operational use. Whilst the majority of personal information our workforce provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of collection, whether they are required to provide certain information to us or if you have a choice in this.

Storing workforce data

We create and maintain an employment file for each member of staff. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete information in it in accordance with our retention schedule.

A copy of this can be obtained through the school office.

Who we share workforce information with

We routinely share information with:

- Our Local Authority
- The Department of Education
- Ofsted
- Suppliers and services with whom we have a contract with i.e. parent pay, weduc.

Why we share workforce information

We do not share information about our school workforce with any third party 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 of Education - 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.

How the 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 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>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. This is known as a “**Subject Access Request**”. To make a request for your personal information, contact:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.sch.uk

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
- 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 request 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:

Jodie Wesley: School Business Manager

Vicky Pettit: Data Protection Officer

Telephone: 01530 832116 Email: jwesley@whitwickce.leics.sch.uk