

Privacy Notice

How we use workforce information

The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, photograph, address, next of kin, relationship status, email address, vehicle registration number)
- special categories of data including characteristics information (such as gender, age, nationality, health, disability, 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, Occupational Health information)
- qualifications (and, where relevant, subjects taught)
- Safeguarding information including employment checks, references, evidence of identity, DBS information
- Financial information such as bank details

Why we collect and use workforce information

We use workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed;
- Recruit, retain, train, appraise, and manage the welfare and performance of staff, including attendance and dealing with complaints, grievances and disciplinary actions;
- Enable individuals to be paid, pension contributions made and tax and NI deducted and provide employee services and benefits;
- Ensure identity and suitability of staff for our responsibilities for safeguarding students;
- Enable the provision of education and pastoral care to our students;
- Communicate with our workforce;
- Assess the quality of our services and inform service improvements;
- Comply with the law regarding data sharing;
- Provide catering and payment services;
- Provide access to the campus and school services and information;
- Maintain staff records and monitor equal opportunities;
- Promote the school and its activities;
- Ensure and report compliance with our legal obligations;
- Complete DfE School Workforce Census;
- Administer school trips and activities.

The lawful basis on which we process this information

We process this information under Article 6 and Article 9 of EU Regulations Lawfulness of Processing:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. This includes the use of your photographic image on your staff/volunteer ID card and for other safeguarding purposes
- processing is necessary for compliance with a legal obligation to which the controller is subject
- 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

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes, including the use of your photographic image for promotional purposes – we hold or will hold a copy of your consent on file

Collecting workforce information

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 in line with [IRMS Schools Toolkit Guidance](#), this is normally for six years beyond the end of the employment contract. Where candidates have been unsuccessful during the recruitment process we will destroy their data 6 months after the recruitment decision has been made.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE), HMRC, DWP, LPGS and TPS
- Catering and payment service providers
- Payroll provider (DCC)
- Auditors

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.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share personal data with the DfE on a statutory basis. The data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) 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/datacollection-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

admin@chulmleigh.devon.sch.uk

The Trust is happy to help people access their information in a timely manner, but will find it difficult to respond during the summer holidays.

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

admin@chulmleigh.devon.sch.uk