

## Privacy notice – how school workforce information is used

This privacy notice describes how we collect and use personal information relating to the school workforce, in accordance with the UK General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal information** – e.g. name, employee or teacher number, National Insurance number, and contact details
- **Characteristics information** – e.g. gender, religion, age and ethnicity
- **Contract information** – e.g. start date, hours worked, post, roles and salary information
- **Work absence information** – e.g. number of absences and reasons for absence, related medical information
- **Qualifications** and, where relevant, the subjects taught
- **Personnel information** – e.g. DBS reference, any official warnings
- **Photographs and videos** – e.g. images of school activities and images captured by the school CCTV system

### Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Most commonly these are the legal justifications for the data we collect:

- **Consent:** you have given clear consent to process personal data for a specific purpose
- **Contract:** the processing is necessary for a contract with an individual
- **Legal obligation:** the processing is necessary to comply with the law (not including contractual obligations)
- **Vital interests:** the processing is necessary to protect someone's life
- **Public task:** the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- **The Education Act 1996:** for Departmental Censuses 3 times a year

Here are the reasons why we collect and use your information:

- To enable individuals to be paid
- To enable contractual requirements to be fulfilled
- Carry out employments checks – eg right to work in the UK
- To enable the development of a comprehensive picture of the workforce and how it is deployed

- Improving the management of workforce data across the sector
- To inform the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability modelling
- Supporting the work of the school teachers' review body

### **How do we collect your information?**

We collect your personal information via the following methods:

- Staff contract forms
- Official reports – e.g. DBS returns, Occupational health forms

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK 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.

### **How do we store your information?**

We hold your personal information securely and it is retained in line with the Trust's Records Management Policy, which can be found on our website.

For more information about how we keep your information safe, please see the Trust's Cyber Security Policy, which can be found on our website.

### **Who do we share your information with?**

We routinely share your information with:

- The local authority (LA)
- The Department for Education (DfE)
- Schools that you go to after leaving us
- Collective Vision Trust
- The Teachers' Pension Scheme or LA Pension Fund

The recipient of the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law.

### **Why do we share your information?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We share information in order to carry out our contractual functions, to ensure you are paid and pension contributions are made.

## Sharing with the LA

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

## Sharing with the Department for Education (DfE)

The DfE collects personal data from educational settings and LAs via various statutory data collections.

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

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following this link: <https://www.gov.uk/government/publications/security-policy-framework>

## How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE 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 and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.

- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

### **Pension funds**

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the Teachers' Pension Scheme Regulations (<https://www.teacherspensions.co.uk/public/legal.aspx>) or in the LGPS Pension Regulations (<https://www.lgpsregs.org/>).

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- 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 and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.

- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the school office.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Data Protection Officer, Mr R Swindells, in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Data Protection Officer, Mr R Swindells, via email.

### **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on February 16<sup>th</sup> 2023.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the headteacher in the first instance.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy.

---

=

## Declaration

I, name of staff member, declare that I understand:

- The categories of my personal information Chesterton Primary and Collective Vision Trust collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow the school to do so.
- My information is retained in line with the school's Records Management Policy.
- My rights to the processing of my personal information.

Name of staff member:

\_\_\_\_\_

Signature of staff member:

\_\_\_\_\_

Date:

\_\_\_\_\_

---

## For school use only

Date privacy notice last updated:

\_\_\_\_\_