



## **School workforce privacy notice**

### **Introduction**

Under data protection law, individuals have a right to be informed about how we use 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 at our school.**

We, St Aidan's VC C of E Primary School, are the Data Controller for the purposes of data protection law. We have appointed Grow Education Partners Ltd as our data protection officer (DPO) and the responsible contact is David Coy (see 'Contact us' below).

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## **1 The personal data we process**

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

- personal Information (such as name, date of birth, national insurance number, next of kin, dependents, marital status);
- contact details (such as telephone number, email address, postal address, for you and your emergency contacts);
- protected characteristics (such as trade union membership, nationality, language, ethnic origin, sexual orientation, religion or belief, where this has been provided);
- relevant medical information (such as physical or mental health conditions, including for any disabilities for which we need to make any reasonable adjustments to fulfil our duty of care);
- information about your remuneration (such as salary, annual leave, pension, bank details, payroll records, tax status and benefits information);
- information from pre-employment background checks (such as criminal record, online search);
- recruitment information, (such as copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process);
- qualifications and employment records (such as work history, job titles, working hours, training records and professional memberships);
- assessments of your performance (such as appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence);
- outcomes of any disciplinary and/or grievance procedures, including any warnings issued and related correspondence;
- details of periods of absence (such as holiday, sickness, family leave, sabbatical, including the reasons for the absence);
- photographs & Videos (for internal safeguarding & security purposes, school newsletters, media, and promotional purposes);
- closed-circuit television (CCTV) footage;
- data about your use of the school's information and communications system.

1.1 We may also hold personal data about you from third parties, for example references supplied by former employers, information provided during the completion of our pre-employment checks and from the Disclosure and Barring Service, in order to comply with our legal obligations and statutory guidance.

1.2 A full breakdown of the information we collect on the School Workforce is available from the school office on request.

## **2 Why we collect and process this data**

The purpose of collecting and processing includes but is not limited to:

- running the school in an effective and efficient manner;
- enabling you to be paid and other benefits provided;
- facilitating safeguarding as part of our safeguarding obligations;
- fulfilling our legal obligations in recruiting individuals to the school workforce;
- supporting effective performance management and appraisal;
- supporting effective management of the school workforce, along with the implementation of school policies and procedures;

- providing feedback to your training centre and awarding body;
- informing our recruitment and retention policies;
- allowing better financial modelling, administration and planning;
- providing references where requested;
- equalities monitoring and reporting;
- responding to any school workforce issues;
- improving the management of workforce data across the sector;
- supporting the work of the School Teachers' Review Body;
- assessing the quality of our services;
- complying with the law regarding data sharing.

### **3 The lawful basis for using this data**

This section contains information about the legal basis that we are relying on when handling your information. These are defined under data protection legislation and, for personally identifiable information, are:

- Processing is necessary to fulfil a contract with you.
- You have given consent for one or more specific purposes.
- Processing is necessary to comply with the school's legal obligations.
- Processing is necessary to protect your vital interests.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- Processing is necessary for the school's legitimate interests or the legitimate interests of a third party.

3.1 When we process special category data, which is deemed to be more sensitive, the following lawful basis are used:

- You have given explicit consent.
- Employment, social security, and social protection.
- It is necessary to fulfil the school's obligations or your obligations.
- It is necessary to protect your vital interests.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political, or philosophical organisations and trade unions).
- Reasons of public interest around public health.

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

### **4 Collecting this data**

Whilst the majority of information you provide to us is mandatory, there is some information that you can choose whether or not to provide

4.1 Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

## **5 How we store your data**

We collect, store and process data for each member of the school workforce. The information is contained in a virtual and/or physical file which is kept secure and only used for purposes directly relevant to your employment.

- 5.1 Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy, a copy of which is available from the school office on request.

## **6 Who we share data with**

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- our local authority (LA) – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals;
- the Department for Education (DfE) – to meet our legal obligations to share certain information;
- educators and examining bodies – for example to ensure we adhere to examining regulations to guarantee the validity of examinations;
- training centres and awarding bodies – in order to provide information and feedback on your performance;
- your families and representatives – for example in the event of an emergency;
- financial organisations, for example Pension Scheme, HMRC;
- Ofsted – during the course of a school inspection;
- suppliers and service providers – to enable them to provide the service we have contracted them for such as HR, payroll, IT;
- central and local government – for example workforce analysis;
- our auditors – to ensure compliance with our legal obligations;
- health authorities (NHS) and Occupational Health and employee support schemes to ensure the wellbeing of our staff;
- health and social welfare organisations;
- professional advisers and consultants – for us to develop and best provide our services;
- Trade Unions and Professional Associations – to enable them to provide the service their members require;
- charities and voluntary organisations;
- Police forces, courts, tribunals, Security organisations – to create a secure workplace for everyone;
- professional bodies;
- employment & recruitment agencies and future employers – to support reference requests.

## **7 Transferring data internationally**

We may send your information to other countries when:

- we, or a company we work with, store information on computer servers based overseas;
- we communicate with you when you are overseas.

- 7.1 We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside the EEA. The UK and countries in the EEA are obliged to adhere to the

requirements of the GDPR and have equivalent legislation which confers the same level of protection to your personal data.

- 7.2 For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk. Additionally, we will assess if there are adequate legal provisions in place to transfer data outside the UK.

## **8 Why we share your information**

In order to successfully perform our key functions, we need to share personal data with organisations, for example, we are required to share information about our school employees with our LA and the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations (2007) and amendments.

- 8.1 This data sharing underpins workforce policy monitoring and evaluation, links to school funding /expenditure and the assessment of educational attainment.
- 8.2 We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

## **9 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, by law, to make a census submission under sections 113 and 114 of the Education Act (2005).

- 9.1 To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to:  
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.
- 9.2 The DfE 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.
- 9.3 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 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;
  - the arrangements in place to securely store and handle the data.
- 9.4 To be granted access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

9.5 For more information about the DfE's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

## **10 Data protection rights**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we can:

- give you a description of what we hold;
- Tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you;
- tell you who it has been, or will be, shared with;
- let you know whether any automated decision-making is being applied to the data, and any consequences of this;
- give you a copy of the information in an intelligible form;
- NOT provide information where it compromises the privacy of others.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

10.1 In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation, however we may extend this period by up to 2 months for complex requests or exceptional circumstances.

10.2 You may also:

- withdraw your consent to processing at any time (this only relates to data for which the school relies on consent as a lawful basis for processing);
- ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied;
- prevent the use of your personal data for direct marketing;
- challenge processing which has been justified on the basis of public interest, official authority or legitimate interests;
- request a copy of agreements under which your personal data is transferred outside the United Kingdom;
- object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you);
- request a cease to any processing that is likely to cause damage or distress;
- be notified of a data breach in certain circumstances;
- ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances);
- refer a complaint to the ICO.

10.3 We will comply with the Data Protection legislation in regard to dealing with all data requests submitted in any format, however, written requests are preferable to ensure clarity. They should include:

- name of individual;
- correspondence address;
- contact number and email address;
- details of the request.



10.4 If you would like to exercise any of the rights or requests listed above, please contact the school office. We reserve the right to verify the requesters' identity by asking for Photo ID. If this proves insufficient, further ID may be required.

## **11 Data protection breaches**

If you suspect that your, or someone else's, data has been the subject of unauthorised or unlawful processing, accidental loss, destruction or damage please contact the school office immediately.

## **12 Concerns and complaints**

We take all concerns and complaints very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. If unhappy with our response and you wish to make a complaint, please contact our independent data protection officer, David Coy (david.coy@london.anglican.org).

Alternatively, you can refer a complaint to the Information Commissioner's Office:

- Report a concern online at: <https://ico.org.uk/concerns/>
- By phone: 0303 123 1113
- By mail: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **13 Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO, David Coy, (E: david.coy@london.anglican.org) or Headteacher, Kate Stevens via the school office.

## **14 Monitoring and review**

This privacy notice will be reviewed every two years, or earlier if the need arises, by the Care and Communication Committee in collaboration with the DPO.

14.1 We reserve the right to update this document at any time and a new version will be provided when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Date of policy: JULY 2024

Policy ratified: .....  ..... (Signature) 8<sup>th</sup> July 2024 ..... (Date)

Review due: JULY 2026