

# Privacy Notice for school workforce

## The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, bank account details)
- 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 professional memberships (and, where relevant, subjects taught)
- recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- performance information
- outcomes of any disciplinary and/or grievance procedures
- absence data
- photographs or CCTV footage
- data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- race, ethnicity, religious beliefs, sexual orientation and political opinions
- trade union membership
- health, including any medical conditions, and sickness records

## 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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- inform our recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring
- ensure the safety and welfare of our staff
- improve the management of workforce data across the sector
- support the work of the School Teachers' Review Body



## **The lawful basis on which we process this information**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- to fulfil the employment contract
- HMRC/Government tax/NI requirements
- pension scheme requirements
- Article 6 and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

We may also process your personal data for our compliance with our legal obligations. In this respect, we may use your personal data for the following:

- to meet our compliance and regulatory obligations, such as compliance with safeguarding requirements
- in order to assist with investigations (including criminal investigations) carried out by the police and other competent authorities

We may also process your personal data where:

- it is necessary for medical purposes (e.g. medical diagnosis, provision of health or social care or treatment, or a contract with a health professional)
- it is necessary to protect your or another person's vital interests
- we have your specific or, where necessary, explicit consent to do so

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **Collecting workforce information**

We collect personal information via CVs, applications forms, contracts of employment, etc.

Workforce data is essential for the school'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 data securely for the set amount of time shown in our records management



policy. For more information on our records management policy and how we keep your data safe, please contact [admin@kingsthorpecollege.org.uk](mailto:admin@kingsthorpecollege.org.uk)

## Who we share workforce information with and why

We routinely share this information with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the DfE – to meet our legal obligation in providing workforce census
- our multi-academy trust – to monitor the school's workforce
- your family or representatives - to act in your vital interests should the need arise
- educators and examining bodies - to meet our public task obligations
- our regulator - Ofsted, the organisation that supervises us, under whom we have a legal obligation and a public interest to provide a quality education for pupils
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations - in order to meet our contractual obligations in facilitating banking and financial services
- our auditors - to meet our legal obligations to share data in order to ensure compliance to relevant legislation
- health authorities - to protect your vital interests should the need arise
- security organisations - to meet our legal obligations to share information where appropriate, such as safeguarding concerns
- health and social welfare organisations - to meet our legal obligations to protect the welfare of staff and pupils
- professional advisers and consultants - to meet our public task obligations in providing quality educational services
- police forces, courts, tribunals - to meet our legal obligations as a responsible employer
- professional bodies - to meet our public task obligations in providing continuous professional development
- employment and recruitment agencies - to meet our legal obligations in providing responsible recruitment practices

### Local authority

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

### Department for Education

The DfE collects personal data from educational settings and local authorities via



various statutory data collections. 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.

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 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 the school at [admin@kingsthorpecollege.org.uk](mailto:admin@kingsthorpecollege.org.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
- 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 the school at [admin@kingsthorpecollege.org.uk](mailto:admin@kingsthorpecollege.org.uk) or our DPO at [lqss.gdpr@theictservice.org.uk](mailto:lqss.gdpr@theictservice.org.uk)



## 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 DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the DfE

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

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; 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 DfE: <https://www.gov.uk/contact-dfe>