



Stapeley Broad Lane CE Primary School

Privacy Notice - Workforce

How we use school workforce information

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- Special categories of data (characteristics information such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information, evidence of right to work in the UK and references)
- Work absence information (such as number of absences and reasons, outcomes/records of attendance management procedures)
- Qualifications (and, where relevant, subjects taught)
- Medical and dietary information (including allergies, illnesses or disabilities)
- Safeguarding information (including data collected to complete a DBS and the SCR and emergency contact/next of kin information)
- Payroll information (including bank account and tax code)
- Eligibility for business use insurance (including driving licence and details of MOT on personal vehicle)
- Appraisal and conduct information (including annual appraisal records, outcomes/records of disciplinary/capability processes, complaints and grievances)
- Photographs (for use in school literature, on school/trust websites, on social media channels and on the School Information Management System (Arbor))
- Performance information
- A copy of driving licence

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Information about trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of human resource policies
- enable individuals to be paid
- enable financial planning and modelling
- enable ethnicity and disability monitoring
- to support professional development
- to support individuals with additional needs and provide appropriate pastoral care
- to support the work of the School Teacher Review Body and the School Support Staff Negotiating Body
- to comply with regulations to keep children safe in school
- to comply with the law regarding data sharing
- make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely.

Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies e.g. child protection policy, IT acceptable use policy and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

The lawful basis on which we process this information

By law we have to process your data to make sure we meet the requirements of The Education Act 1996 this information can be found in the guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censusesfor-schools>

We need to process your data to pay you, to support you, and make sure your best interests are looked after as a member of staff at Stapeley Broad Lane CE Primary School.

We use your data to meet the requirements of the law regarding data sharing

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the length of time necessary as required by law and as specified in our retention policy.

Who we share this information with

We routinely, or where necessary share this information with:

- The Department for Education (DfE)
- Other staff, local governing bodies and the Trust boards
- Cheshire West and Chester Council – ECWiP Payroll and Transactional Services
- Teacher's Pension Agency (teaching staff)
- Local Government Pension Scheme (support staff)
- Her Majesty's Revenue and Customs (HMRC)
- Cheshire East Council
- Occupational Health Services
- Evolve
- PRIME Accident Reporting
- NHS and Healthcare Professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers, systems and service providers
- Financial organisations
- Security organisations

Why we share school workforce information

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our workforce with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools, academies 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/data-collection-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 in the first instance please contact the Head Teacher. 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
- claim compensation for damages caused by a breach of the Data Protection regulations.

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact: Stephen McVicar, School Business Manager, Stapeley Broad Lane CE Primary School. Telephone 01270 906124 or by email on admin@stapeleybl.cheshire.sch.uk