



## **Privacy Notice (How we use staff /volunteer /governor information)**

We process personal details relating to those we employ to work at, or otherwise engage to work/volunteer at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid

### **The categories of school workforce/volunteer/governor information that we collect, process, hold and share include:**

- personal information (such as name, employee or teacher number, national insurance number, car details, next of kin, contact info, date of birth, post code, address)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Performance Management information (lesson observations, performance management targets)
- CPD records
- Personal information for the Single Central Register
- Personal Information for payroll (such as NI number, bank details, pension details).
- Medical Information (such as, medical conditions, medicines, occupational health checks)
- Governance details (role, start and end dates and governor ID)

### **Why we collect and use this information**

We use school workforce/volunteer/governor 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
- safeguarding pupils
- to meet the statutory duties placed upon us

## The lawful basis on which we process this information

We process this information under

- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.
- **Consent:** the individual has given clear consent for us to process their personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
- **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

## 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/volunteer information to us or if you have a choice in this. Governor data is essential for the school's operational use.

## Storing this information

We hold school workforce/volunteer data in accordance with HCC retention schedule

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Payroll provider
- School Communication system provider

## Why we share school workforce information

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

### Local authority

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

### 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 school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Payroll Provider**

To enable individuals to be paid and have pension provision

### **School Communication System**

To enable staff to be contacted easily and in emergency situations e.g. school closures

## **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**

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/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, the School Business Manager in the school office or on 02380 865354.

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/>

### **Withdrawal of consent and the right to lodge a complaint.**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the School Business Manager, details below.

## Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated **May 19**.

## Further information

If you would like to discuss anything in this privacy notice, please contact:

**The School Business Manager, Calmore Junior School, Calmore Drive, Calmore, Southampton SO40 2ZZ.**