



Hormead CE(VA) First & Nursery School

Privacy notice for the school workforce (including Governors and Visitors)

November 2018

Privacy notice – how the school uses school workforce information

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, address, contact information etc.
- Characteristics information – e.g. gender, age, ethnic group
- 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
- Qualifications and, where relevant, the subjects taught
- Relevant medical information (such as in the case of long-term illness for staff, or to enable the school to make reasonable adjustments to working environments)
- Background check (DBS, ID etc.) and employment status information for statutory checks related to employment, voluntary or governor work

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To comply with statutory, regulatory and legal requirements placed on the school for its workforce
- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Staff contract forms
- Medication/Self-Certification forms
- Staff induction forms/declarations

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. 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 in line with guidance from the IRMS: www.irms.org.uk

Who do we share your information with?

We may have to share your data with third parties, including third-party service providers and other organisations.

In particular, we may routinely share your information with organisations including, but not limited to:

- The Local Authority
- The Department for Education
- The Diocese of St Albans
- The Education Skills and Funding Agency
- The Disclosure and Barring Service
- Our external HR provider
- Our IT provider
- Our legal advisors / other external consultants
- Insurance providers

We require third-parties to respect the security of your data and to treat it in accordance with the law. Some of the organisations referred to above are joint data controllers. This means we are all responsible to you for how we process your data.

Why do we share your information?

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.

We are required to share information about you with the DfE under 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.

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 pupils or the effective deployment of staff 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 information is maintained and there are 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.

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.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact Mrs Anna Inman (DPO) or dpo@hormead.herts.sch.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mrs Anna Inman, dpo@hormead.herts.sch.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.hormead.herts.sch.uk, the Gov.UK website, or download our GDPR Policy (available on the school website, or the school server).