



Shirley Community Primary School Shirley Pre-School

Privacy Notice (How we use school workforce information)

The categories of school workforce (those employed to work at the school) information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, address, email address, telephone numbers)
- information required as part of the employment process (documents provided as proof of identity, records of statutory safeguarding and pre-employment checks, references, application form and covering letter, interview notes, proof of right to work in the UK)
- special categories of data including characteristics information such as gender, age, ethnic group, religion, relevant medical information, marital status, trade union membership
- contract information (such as start dates, hours worked, post, roles and salary information, payroll information including tax and benefits information)
- work absence information (such as number of absences and reasons, medical reports, self certification sick notes and doctor issued sick notes)
- qualifications and training (and, where relevant, subjects taught)
- Next of kin and emergency contact names and telephone numbers
- Bank account details
- Performance and appraisal information and records
- Photographs
- films
- CCTV footage
- Records of any disciplinary and/or grievance procedures

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 recruitment and retention policies
- enable individuals to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective workforce development and performance management
- inform financial planning
- complete statutory workforce data returns

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest
- Protect your vital interests

We process this information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

For regulations relating to the School Workforce Census – see the DfE website

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

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. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Storing this information

We hold school workforce data for the duration of your employment at Shirley Community Primary School plus seven years from the date of termination of your employment. Personal data is stored securely, with controlled access in locked files and electronically on user restricted locations: FMS, SIMS, the school's server.

Who we share this information with

We routinely share this information with:

- our local authority, (Cambridgeshire County Council)
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)

- Heales Medical
- Education Personnel Management (EPM)
- Ofsted
- Police forces, courts, tribunals
- Teachers Pensions Scheme
- Local Government Pension Scheme

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.

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.

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, contact Jo Bouttell, School Business Manager or Ian Hoare, Data Protection Officer, both of whom can be contacted by email at office@shirley.cambs.sch.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
- 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:

Jo Bouttell, Business Manager, or Ian Hoare, Data Protection Officer at office@shirley.cambs.sch.uk