PRIVACY NOTICE RELATING TO WORKFORCE INFORMATION

What is the purpose of this Notice?

This is our school's Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the school, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Education, who can be contacted by telephone on 0161 543 8884 or by email (DPO@wearehy.com). The DPO is responsible for supporting and advising the school in relation to data protection issues and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What personal information do we collect?

The types of personal information that we collect will include: -

- personal information (such as name, employee or teacher number, national insurance number, next of kin and contact details)
- special categories of data including characteristics information (such as gender, age, ethnic group, race, and religion)
- recruitment information
- contract information (such as start dates, hours worked, post, roles, subjects taught and salary information)
- work absence information (such as number of absences and reasons, annual leave and maternity leave)
- qualifications, subjects taught and training records
- performance information
- grievance and disciplinary information
- health and safety information (such as accidents at work)
- relevant medical information
- safeguarding information
- DBS information

What is the purpose of us collecting your personal information?

We process personal information relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. The purposes for which we process workforce personal information include:-

- enabling the development of a comprehensive picture of the workforce and how it is deployed
- managing the recruitment process
- carrying out pre-employment checks and equal opportunities monitoring
- complying with the terms of the contract of employment
- making reasonable adjustments
- enabling individuals to be paid
- managing absence
- managing performance, grievance, and disciplinary matters
- safeguarding purposes
- managing workplace accidents

Why is it lawful to collect this information?

We process your personal information, but no more so than is necessary, to comply with legal obligations which the school is subject to or because processing is necessary to comply with the terms and conditions of your contract of employment.

In limited circumstances, we may require your consent. If this is the case, we will inform you of the reasons that we need to process your personal information in accordance with the GDPR and the DPA. You will be able to withdraw your consent at any time should you wish to do so.

Where we process sensitive personal information (special category data) we will usually do this, only as far as necessary, to comply with employment law obligations which we are subject to or because it is in the public interest to do so e.g. for safeguarding reasons.

Who will we share this information with?

We are required, by law, to pass on some of this personal information to:

- The Local Authority
- the Department for Education (DfE)
- HMRC

We may also share information with:

- Health and Safety Executive
- DBS
- insurance providers
- training providers
- professional advisors
- IT and communications technology providers

How long will we hold your information for?

We will hold personal information for a period of time specified within our retention policy. We generally hold school workforce personal information for the period of your employment until termination and a period of 6 years thereafter. For more information, please ask the DPO for a copy of our retention schedule.

Department for Education

The Department for Education (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 Headteacher.

Depending on the lawful basis above, you may 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/

For further information on how to request access to personal information held centrally by the DfE, please see the 'How Government uses your data' section of this notice.

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 Headteacher.

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 in **September 2022.**

Contact
If you would like to discuss anything in this privacy notice, please contact our DPO.

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

Sharing by the Department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request.' Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the department: https://www.gov.uk/contact-dfe