

# **Tickhill Estfeld Primary School Workforce Privacy Notice**

## **(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 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)

## **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
- to conduct DBS clearance for safeguarding purposes

## **The lawful basis on which we process this information**

Under the General Data Protection Regulation (GDPR), the legal basis we rely on for processing personal information for general purposes are:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:  
Processing is necessary for compliance with a legal obligation to which the controller is the subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

The above will not apply if processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body or to persons who have regular contact with it in connection with its

purpose and that the personal data are not disclosed outside the body without the consent of the data subjects.

Education Act 2005 sections 113 and 114 – is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records.

## Collecting workforce information

We collect personal information through staff contract forms, data collection sheets, job applications and DBS information.

Workforce data is essential for schools/local authorities operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested by us on a voluntary basis. In order to comply with GDPR, 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 workforce information

We hold data securely for a set amount of time in accordance with the Records Management Toolkit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

## 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.

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>.

## 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 the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requiring 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 of use of the data.

To contact the department please go to: <https://www.gov.uk/contact-dfe>

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

## 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 **Mrs L Fisher, School Business Manager**.

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:

Mrs L Fisher  
School Business Manager  
Tickhill Estfeld Primary School  
Common Lane  
Tickhill  
Doncaster  
DN11 9JA

or

Mr T Pinto  
(Named Data Protection Officer)  
The E-Safety Office  
[tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)