

# HIGH MEADOW INFANT SCHOOL

## Privacy Notice - How we use school workforce information

### The categories of employee information that we collect, 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)
- Safeguarding Information ( DBS status, Disqualification status concern forms, referrals)
- Medical information ( such as allergy advice, SEN,)
- GP contact details
- Photographs (for display and developmental evidence)

### Why we collect and use this information

We use the employee data:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention of policies
- Enable individuals to be paid
- to ensure safer recruitment
- to provide appropriate pastoral care
- to maintain safeguarding requirements
- to comply with the law regarding data sharing
- to comply with requirements from OFSTED
- to comply with LA requirements

### The lawful basis on which we use this information

We collect and use employee information under the lawful basis of Legal Obligation and Public Task. The processing of data is necessary to ensure the best performance of the school for all pupils, families and staff, as we have statutory and legal requirements set out by OFSTED the Local Authority and the Early Years Foundation Stage that need to be adhered to. As a school we also have Health and Safety duties that need to be followed. By not holding and processing the relevant data we would not be complying with the laws and requirements. . These lawful basis are taken from Article 6 and 9 GDPR 2018 and comply with the Education Act 1996 and Childcare Act 2006.

## Collecting this information

Whilst all the information you are asked to provide to us is mandatory, however some additional information may be provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

## Storing this information

We hold school workforce data whilst you remain employed by the setting. Finance data is kept for six years

We hold child protection information for 25 years.

## Who we share this information with

We routinely share employee information with:

- The Department for Education (DfE)
- DBS Team
- our Local Authority
- Tax Office
- Warwickshire MASH
- OFSTED

## 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, for example, in the case of safeguarding and medical needs.

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, 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 date 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, employees have the right to request access to information about them that we hold. To make a request for your personal information, contact Mrs L Eling, School Secretary

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

Under the lawful basis of Legal Obligation and Fulfilling a contract you do not have the right to

- have your data erased
- have your data transported to another organisation
- or object to the processing of data

If you have a concern about the way we are collecting or using your personal data, we request 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/>

## Contact

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

**Mrs L Eling, School Secretary**

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