

Privacy Notice (How we use school workforce information)

We, George Dixon Primary School, are a data controller for the purposes of the General Data Protection Regulation 2018 (GDPR). Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- contact details including next of kin and emergency contact numbers
- characteristics information (such as gender, date of birth, marital status, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information) work absence information (such as number of absences and reasons), relevant medical information
- qualifications and employment records, including work history, job titles, working hours, training records
- bank account details, payroll records
- recruitment information including copies of right to work documentation, references and other information included in a CV, cover letter, application form or as part of the application process
- performance information
- outcomes of any disciplinary and/or grievance procedures
- data about your use of the school's information and communications system

This list is not exhaustive and is subject to review as updates are made available. To access the most recent privacy notice please visit the policies page of our website: www.georgedixonprimary.bham.sch.uk

Why we collect and use this information

We use school workforce data to:

- enable individuals to be paid
- support the wellbeing/health of staff
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- inform our recruitment and retention policies
- allow better financial modelling and planning

The lawful basis on which we process this information

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on
Reviewed April 2019

for processing personal information for general purposes are:

- fulfil a contract we have entered into with you
- comply with a legal obligation and legal duty to safeguard pupils
- carry out a task in the public interest

The lawful basis for collecting and using workforce data are:

- The General Data Protection Regulation 2018 (GDPR), formally the Data Protection Act 1998
- Articles 6 and 9, where data processed is special category data, from the GDPR from 25 May 2018
- Section 5 of the Education (Supply of Information about the School workforce) (England) Regulations 2007 and amendments

Collecting workforce information

We collect personal information via application forms, staff contract forms and the internal induction process. Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, 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 in this.

Storing this information

We create and maintain an employment file for each staff member. The information contained in this file is kept securely and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with IRMS guidelines

Who we share this information with

Where it is legally required, or necessary (and it complies with the data protection law) we may share personal information about you with:

- our local authority, Birmingham City Council - to meet our legal obligations to share certain information with them
- the Department for Education (DfE)
- our regulator – Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for ie payroll
- health authority/occupational health

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 Charmaine Cole – Office Manager (c.cole@georgedixonprimary.bham.sch.uk) or Amanda Moore – Data Protection Officer (Amanda.Moore@sipseducation.co.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:

Charmaine Cole – Office Manager (c.cole@georgedixonprimary.bham.sch.uk) or
Amanda Moore – Data Protection Officer (Amanda.Moore@sipseducation.co.uk)