

## **Privacy Notice School Workforce**

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and governors, trainee teachers, apprentices and work experience/workplace placements.

### **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)
- medical information
- other personal information
- references

### **We use and share information to comply with statutory, regulatory, practice and contractual obligations. These may include, but are not limited to:-**

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

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

Hallam Fields Junior School will ensure that information collected and used about pupils is in line with the GDPR and Data Protection Act. This means that we must

have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

### **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.

### **Storing this information**

We hold school workforce data in line with our HR and Retention Policies.

### **Who we share this information with**

We may share this information with organisations such as:

- Our local authority
- The Department for Education (DfE)
- Safeguarding and protection for children and vulnerable adults organisations
- Insurance providers
- Teacher Pension Scheme
- Health professionals
- Third party training providers
- School trip providers
- Groupcall texting service
- Parent Pay online payment system
- Management Information System (RM Integris)

### **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 Maintained School:**

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.

### **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.

**Local Authority:**

We share information with local authority to enable us to administer services for our school workforce including payroll services, HR, occupational health, training support, pension services for support staff and legal advisors. This is not an exhaustive list.

**Safeguarding Organisations:**

We have a duty of care to ensure that our staff are aware and trained of their safeguarding responsibilities.

**Teachers' Pension Scheme:**

We share information to administer the Teachers' Pension Scheme

**Health Professionals:**

We will contact relevant health professionals with consent to support staff health concerns.

**Third Party Training Providers:**

We will share information with Third Party Training Providers in order to access training courses and CPD.

**School Visit Providers:**

We will provide organisations with relevant data for example name, post, telephone number and email address to ensure efficient communication before and during the visit.

**Groupcall texting service:**

We will share Groupcall texting service with names and mobile telephone numbers to enable school to have an efficient and effective communication system.

**Parent Pay:**

We will share staff members full names to Parent Pay in order for staff to access online payments for school meals taken within school.

## **Management Information System (RM Integris):**

We will share information with RM Integris in order to maintain an accurate record of staff working within school, their emergency contact details and to comply with our statutory returns e.g. workforce census.

## **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools 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 Mrs Sharron Ashby, School Business Manager, Hallam Fields Junior School, Longfield Lane, Ilkeston, Derbyshire DE7 4DDB telephone 0115 9322568 or Mr John Walker, Solicitor, 14 Forsells End, Houghton on the Hill, Leicester LE7 9HQ telephone 07736 669961.

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

More details about how we use and manage data can be found on our website [www.hallamfields.derbyshire.sch.uk](http://www.hallamfields.derbyshire.sch.uk)