

Privacy Notice (How we use school workforce information)

We process personal data about those we employ to work in the school, those who apply to work in the school and those who work with the school in a voluntary capacity (such as governors). The information we process is collected as it enables the school to operate and deliver its service.

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 such as gender, age, ethnic group, sexual orientation
- health and medical information
- recruitment information including your right to work in the UK
- next of kin information
- contract information (such as start dates, hours worked, post, roles and salary information)
- bank details and other payroll information
- work absence information (such as number of absences and reasons)
- qualifications
- performance information
- outcomes of any disciplinary or grievances
- photographic and video images

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 which includes monitoring equality of opportunity
- inform the development of recruitment and retention policies
- enable individuals to be paid
- allow better financial modelling and planning
- to enable staff development
- to support the work of the School Teachers Review Body
- to comply with safer recruitment practices
- to perform our duty of care to our employees
- to comply with your obligation to pay tax, national insurance and pension contributions
- to promote the school



The lawful basis on which we process this information

We collect and use workforce information in accordance with the Data Protection Act and the General Data Protection Regulations. The lawful basis on which we collect that information will be at least one or a combination of the following:

- To fulfil a legal contract that we have entered into with an individual (such as an employment contract)
- To comply with a legal obligation (such as submitting a workforce census to the Department for Education)
- To carry out a task in the public interest (such as providing our pupils with an education)
- To protect the vital interests of our employees or another person (for example, collecting medical information about our employees to ensure we can take appropriate action in case of an emergency)
- If we have gained consent to use this information. If we have been given consent, we will always explain the reason we are requesting consent and the result of consent not being granted. Consent can be withdrawn at any time.

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 secure electronic and paper files for a limited amount of time and in accordance with our Data Retention Schedule which can be viewed upon request. This should be requested from the school office.

Who we share this information with

We may share this information with:

- the local authority
- the Department for Education (DfE)
- HMRC
- Teachers' Pension Scheme and Local Government Pension Scheme
- Ofsted



- service providers
- police forces and security services
- banks and financial organisations

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.

We share information with the local authority to meet our legal obligations to share safeguarding concerns.

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 of educational attainment.

We share information with our regulator, Ofsted, when our schools are inspected so that they can evaluate our performance in delivering our service as we have a legal obligation to do so.

We share workforce information with our service providers who we have engaged in a contract to assist us in carrying out a task in the public interest. We may also share information with service providers to assist us in meeting our contractual obligations to you such as payroll services.

We share workforce information with financial institutions to allow us to complete our contractual obligations to you.

We share workforce information with HMRC and pension providers to ensure you meet your legal obligation to pay tax, national insurance contributions and pension contributions.

We share workforce information with the police and security services to meet our legal obligation to protect the welfare of our pupils.

Data collection requirements

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 employees with the Department for Education (DfE) for the purpose of those data collections, 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](#).

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>

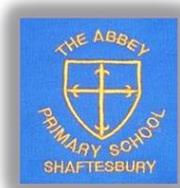
Requesting access to your personal data

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

The Headteacher
Shaftesbury Abbey CE VA Primary School
St James's St, Shaftesbury SP7 8HQ
office@shaftesburyabbey.dorset.sch.uk

You also have the right to:

- object to the 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:

Martin Long
Data Protection Officer

martin.long@turniton.co.uk

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