

Privacy Notice
for
School Workforce

A decorative graphic at the bottom right of the page consists of several overlapping, curved shapes in shades of blue, green, and yellow, mirroring the colors used in the logo above.

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Trade Union Representative

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Target Audience: Employees of the Trust

Related Documents:

[DfE's data sharing process](#)

References: [DFE Data Collection Requirements](#)

[DfE Contact](#)

Revision History

Version	Date	Summary of Revision	Revision Author
1	May '18	Trust Version created and recommended for approval	CJH
2	Dec '19	Reviewed and no changes made	CJH

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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, contact information);
- 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;
- enable the Trust to effectively communicate with their workforce.

The lawful basis on which we process this information

The Academy has a legal right to collect and use personal information relating to staff. We use that information to meet the legal obligations on us, and the legitimate interests set out in the **GDPR (General Data Protection Regulations)** and **UK law**, in particular the following:

- Article 6 and Article 9 of the **GDPR**;
- The **Education Act 1996**;
- Regulation 5 of the **Education (information about the school workforce) (England) Regulations 2007** and amendments.

Further information can be found in the guide documents on the following website:
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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

Personal data relating to our staff workforce is stored in line with the Trust's **GDPR Data Protection Policy**. We will keep your information for as long as we need to. We will store it securely and dispose of it carefully when the need for its storage has ceased. We will keep some information about you after you have left the school in case that information may be needed to deal with a complaint or legal claim. In accordance with the **GDPR**, the school will only store data for as long as is necessary to complete the task for which it was originally collected.

Who we share this information with

We routinely share this information with:

- across out Multi Academy Trust;
- our local authority;
- the Department for Education (DfE);
- The NHS and Health authorities
- Pension providers such as Teachers Pensions and East Riding Pension Fund
- Any outside payroll provider employed by the trust to process payroll
- Your family or representatives
- Our regulator Ofsted
- Financial organisations
- Trade Unions and associations
- Professional advisors and consultants
- Police forces, courts tribunals
- Professional bodies
- Employment and recruitment agencies

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 pupils with the (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

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.

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 Trust data protection officer on dpo@swanlandeducationtrust.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 the Trust's data protection officer on dpo@swanlandeducationtrust.co.uk.