



St. MICHAEL'S
CE (CONTROLLED) INFANT SCHOOL

Privacy Notice – School Staff
St Michael's CE Infant School

Reviewed October 2023

To be Reviewed October 2024

Privacy Notice for School Staff (How we use workforce information)

The categories of school workforce information that we process include:

- personal information (such as name, address, email address, telephone number, employee or teacher number, national insurance number, photographs)
- characteristics information (such as gender, age, ethnic group, relevant medical information)
- 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)
- Performance information
- Information regarding disciplinary or grievance issues

In addition, we may process the following “special category information”:

- Relevant health or medical information (such as in respect of absences)
- Trade Union membership
- Race, ethnicity, or religious beliefs, sexual orientation

Why we collect and use workforce information

We use school workforce data to:

- a) enable individuals to be paid
- b) enable safe recruitment and compliance with associated responsibilities
- c) enable and support performance management
- d) inform the development of recruitment and retention policies
- e) enable the development of a comprehensive picture of the workforce and how it is deployed
- f) enable equalities monitoring and compliance with equalities duties

Under the UK General Data Protection Regulation (UK GDPR) the legal bases we rely on for processing information for general purposes are:

- for the purposes of performance of a contract (e.g. contracts of employment, contracts for services etc.)
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005; the School Staffing Regulations 2009; the Employment Rights Act 1996; relevant tax law and other employment law regulations)
- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school)

In addition, concerning any special category data

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the school or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a school)
- Where processing is necessary for the purpose of preventive or occupational medicine (e.g. where occupational health advice is sought)

Collecting workforce information

We collect personal information as part of the induction process including the employment details and consent forms.

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 school information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. If you wish to see a copy of this schedule please ask at the school office or click on the link to the website [here](#)
Please also refer to the school's data protection policy [here](#)

Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- see other parties we share with below in the 'Why we share school workforce information' section

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 occasionally share workforce information with suppliers (for example a payroll provider, professional HR advisers or occupational health providers) to enable the school to receive services that support our legal obligations to staff (e.g. to pay them) or for the purposes of fulfilling public tasks (e.g. running and staffing a school). We also share information with our communications provider (SCOPay) to enable newsletters and messages to be sent to staff and for school meals to be ordered.

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

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 school employees with the Department for Education (DfE) 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.

For more information, please see 'How Government uses your data' section.

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>

We occasionally share workforce information with suppliers (for example a payroll provider, professional HR advisers or occupational health providers) to enable the school to receive services that support our legal obligations to staff (e.g. to pay them) or for the purposes of fulfilling public tasks (e.g. running and staffing a school).

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 **Jim Bell, Data Protection Officer via the school office or on adminoffice@st-michaels-inf.hants.sch.uk**

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **Jim Bell, Data Protection Officer via the school office or on adminoffice@st-michaels-inf.hants.sch.uk**

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in October 2023

Contact

If you would like to discuss anything in this privacy notice, please contact: **Jim Bell, Data Protection Officer via the school office or on adminoffice@st-michaels-inf.hants.sch.uk**

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department

The Department may share information about school employees with third parties who promote the education or wellbeing 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 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 re-leases 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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>