

## **SIR JOHN BARROW SCHOOL Privacy Notice: How we use School Workforce Information**

**The categories of school information that we process include:**

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence and medical information (such as number of absences and reasons)
- qualifications
- payroll information (such as address, age, gender, bank account details)
- pension details
- photographic records

### **Why we collect and use workforce information**

We only collect and use personal information about you when the law allows us to.

We use workforce data to:

- ensure we can operate efficiently and effectively
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow for better financial modelling and planning
- enable individuals to be paid
- enable IT systems such as text messaging and staff on site management

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

We collect and use workforce information for the general purposes under paragraphs 6.1c and 9.2g of the General Data Protection Regulation:

6.1c Necessary for compliance with a legal obligation

9.2g Substantial public interest under EU/National law proportionate to the aim pursued and which contains appropriate safeguards

We also have a statutory requirement to share some workforce information with the Department for Education (DfE) under the Education Act 1996.

### **Collecting workforce information**

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 workforce information**

We hold data securely for the set amount of time in accordance with The Information and Records Management Society (IRMS) Toolkit.

### **Who we share workforce information with**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education
- Your family or representatives
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and management information systems
- Central and local government
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Other schools and organisations following reference requests

### **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)**

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.

#### **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 Sharon Jordan, Data Protection Officer Assistant or Matthew Connell, Data Protection Officer.

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

- a right to seek redress, either through the ICO or through the courts

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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Sharon Jordan, Data Protection Officer Assistant or Matthew Connell, Data Protection Officer.