

# Privacy Notice (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)
- 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)
- relevant medical information for employment checks/ occupational health
- payroll information

## Why we collect and use this information

We use school workforce data to:

- a. enable the development of a comprehensive picture of the workforce and how it is deployed
- b. inform the development of recruitment and retention policies
- c. enable individuals to be paid
- d. allowing better financial modeling and planning
- e. enabling ethnicity and disability monitoring; and
- f. supporting the work

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing workforce information are:

- for the purposes of (a), (b), (c), (d), (e) & (f) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of our statutory functions
- for the purposes of (b) in accordance with the legal basis of vital interests: to keep children safe (child protection and safeguarding)

In addition, concerning any special category data (for example Religion, Ethnicity, Biometric) we seek explicit consent to gather and process this (Article 9, 2a).

### Biometric Information

Biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. The system used in the school records a biometric measurement taken from a finger, but not a fingerprint image.

### How is this used?

This information is used within our cashless catering system. These services offer a number of benefits including:

- Reduction in the need for cash handling

- Reduction in queuing time
- Ability to pay for and track lunches via ParentPay

The information is stored in a secure database on the school site. AMEY Catering staff use this system to identify students and charge for meals, but do not have access to the biometric data itself. When a member of staff leaves the school, or ceases to use the biometric system, their biometric data will be permanently deleted.

We require your consent to collect and use this data in the ways outlined above. You can do this by signing and returning a consent form to main reception.

## 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 for six years after employment ceases unless the member of staff has been subject to a child protection case.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- EPM – Payroll and HR support
- HMRC
- Teachers' Pension
- LGPS
- Westfield Health provider
- Parent Pay
- SISRA Observe

Departmental Censuses is a statutory data collection that takes place each autumn as part of the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 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.

## **Education Personnel Management (EPM)**

The school uses EPM to provide payroll and HR support. As such, data is shared with them in order to carry out pay and tax calculations. Details of HR matters are shared to provide school leaders and governors with the relevant advice.

## **HMRC**

It is a statutory requirement as an employer that pay and tax records are shared with the HMRC.

## **Teachers' Pension & LGPS**

If staff have opted into a pension scheme then the relevant personal and financial information is shared with the provider.

## **IT Systems**

The following system supports the school in processing financial payments with staff and contacting staff of school closures:

- Parent Pay

## **Police**

We share personal data for:

- the prevention or detection of crime;
- the apprehension or prosecution of offenders; or
- the assessment or collection of tax or duty.

## **SISRA Observe**

SISRA Observe is used as a record keeping tool for performance management and staff development. As performance management is a statutory requirement it is a useful tool for giving staff access to all the evidence in one place.

Various training providers are used by the school to support with staff training and development. The school ensures consent is sought from the member of staff and that the minimal amount of information is shared; that each provider is compliant with data protection law; and have a data sharing agreement in place.

## 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

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 [jobs@thedustonschool.org](mailto:jobs@thedustonschool.org).

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:  
Mr T Wise, Vice Principal, [twise@thedustonschool.org](mailto:twise@thedustonschool.org)