

## Privacy Notice (How We Use Workforce Information)

This Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organization, which handles personal data, our school is the 'Data Controller' as such, we comply with General Data Protection Regulation (GDPR). The school is joint controller with Evolution Academy Trust who are also defined as a Data Controller. Both Data Controllers share the same ICO registration and Data Protection Officer.

### The Categories of Workforce Information That We Process Include:

Personal Information	Name, date of birth, gender, address, email address, telephone number National Insurance number Employee and teacher number Medical conditions including Occupational health recommendations
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence, evidence of medical appointments, fitness for work certificates
Employment / Recruitment / Contract Information	References Self-Disclosure forms DBS check number and date Prohibition Checks Copies of ID used for verification checks of dob, address and NI number Verification of the right to work in the UK Start dates Hours and weeks per year worked Post / roles Salary information P45 forms/ HMRC Starter Checklists Pensions information Bank details
Other	Appraisal / Performance Management notes and reports Qualifications DBS evidence or overseas checks Disciplinary information Grievances and complaints MATB1 and MP1 forms Emergency contact

This list is not exhaustive, to access the current list of categories of information we process, please see our data asset register.

## Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the deployment of a comprehensive picture of the workforce and how it is deployed
- Perform safer recruitment checks during recruitment
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

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

(6a) Consent: employees and others who work in the school have given clear consent for us to process their personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject; (e.g. we are required to have evidence that staff have DBS clearance)

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

As part of public task we are required to submit an annual workforce census to the DfE. The Department for Education (DfE) has legal powers to collect pupil, child and workforce data that schools, local authorities and awarding bodies hold. The legislation that allows this is within:

- Section 114 of the Education Act 2005
- Section 537A of the Education Act 1996
- Section 83 of the Children Act 1983

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the General Data Protection Regulation. Angel Road Infant School will work within the conditions of GDPR - Article 9 of the GDPR:

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include staff dietary requirements, and health information we receive from our staff who require a reasonable adjustment to access our site and services.

(9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a member of staff in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a school, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

### **Collecting Workforce Information**

We collect personal information via completion of forms either in writing or sent electronically via email.

Workforce data is essential for the school's / Trust'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 shown in our data retention schedule within the Records Management Policy. For more information on our data protection policy, data retention schedule and how we keep your data safe, please visit [www.angelroadinfant.co.uk/](http://www.angelroadinfant.co.uk/)

### **Who We share Workforce Information With**

We routinely share aspects of workforce information with:

- Our local authority
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.
- Evolution Academy Trust

### **Why We Share School Workforce Information**

We do not share information about our 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***

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 (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.

### **Suppliers and Service Providers**

We are required to share certain information about our school workforce with suppliers and service providers (e.g. pensions information, Payroll and HR) to enable staff to undertake the legal responsibilities of their role and provide the service they are contracted for. A full list of suppliers can be found in the data map.

### **Evolution Academy Trust**

We share information with the Evolution Academy Trust as necessary in our role as joint data controllers with the Trust. Data is only shared when it is required for the function needed

### **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 Lindsay Moody, Head of School [head@angelroadinfant.norfolk.sch.uk](mailto:head@angelroadinfant.norfolk.sch.uk)

Depending on the lawful basis above, you may 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/>

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 Lindsay Moody, Head of School, [head@angelroadinfant.norfolk.sch.uk](mailto:head@angelroadinfant.norfolk.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 on 22<sup>nd</sup> September 2020

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Lindsay Moody, Head of School, [head@angelroadinfant.norfolk.sch.uk](mailto:head@angelroadinfant.norfolk.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 including the data that we share with them, 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 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.

## How to Find Out What Personal Information DfE Hold About You

Under the terms of the Data Protection Act 2018, you're 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 the department: <https://www.gov.uk/contact-dfe>