



Privacy Notice (How we use school workforce information: staff)

This notice is to help you understand how and why we collect personal information about our staff and what we do with that information. Personal information is information that identifies an individual and relates to that person. This includes paper records and photographs and videos.

The categories of school workforce information that we collect, process, hold and share includes:

- personal information (such as name, employee or teacher number, national insurance number, photograph, home address, telephone numbers and e-mail addresses, next of kin and emergency contact information, bank details, pecuniary interests)
- special categories of data including characteristics information such as gender, age, ethnic group and 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
- recruitment information (such as identity checks, previous work history, references, right to work in the UK, DBS check and barring check)
- performance targets and appraisals
- dates and times that you are on site

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
- carry out pre-employment checks and investigate whether, for adults who apply to work in our school, there are any concerns about being in contact with children
- enable individuals to be paid and to be enrolled in workplace pension schemes
- inform decisions about career and pay progression
- obtain insurance cover
- contact staff with work related information or in an emergency
- manage the school's resources and prepare a budget
- provide support for medical conditions or in a medical emergency
- identify training needs and provide training
- display photographs and names of staff in the school and on the school website

The lawful basis on which we process this information

We process this information under Article 6 (1) (a), (b), (c), (d) and (e) and Article 9 (2) (a), (b), (c) and (h) of the General Data Protection Regulation and under the Education Act 2002 and the Education Act 2005.. Most of the information that we collect is required by us to comply with our legal obligations, to enter into or to comply with a contract to which you are party, to protect you in the case of an emergency or to enable us to deliver education in the public interest.

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 as long as necessary. We need to retain some information after you have left the school in order to comply with legal requirements. We hold information in line with the Retention Guidelines published by the Information and Records Management Society.

Who we share this information with

We routinely share this information with:

- our local authority, Portsmouth City Council, which is the employer
- the Department for Education (DfE)
- our insurance broker

The school uses software provided by a range of suppliers in the management of the school and staff data is held in these systems.

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 school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information that we hold about our school governors with the DfE on a statutory basis. The information is collected on a voluntary basis but the governing body is required to share what it holds with the DfE. This information is published on the UK government website Getting Information About Schools.

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>

Sending information to other countries

We send information to countries that do not have the same level of data protection as the UK. For example, we use Google mail and we may store information on cloud computer storage based overseas.

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 School Office.

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 School Office.

The school's Data Protection Officer is Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London EC4N 6AE – tel: 0203 326 9174, e-mail dataservices@judicium.com .