School Privacy Notice for Staff

Privacy Notice (How we use school workforce information)

Warwick Bridge School is the data controller under the UK General Data Protection Regulation (UK GDPR) for the use of personal data explained in this notice.

Personal data is any information that can be used to identify a living person, either on its own, or in combination with other pieces of data. Data processing includes the collection, use, and storage of data.

The categories of school workforce information that we process include:

- Personal identifiers like name, address, contact details, employee or teacher number, national insurance number, and image.
- Financial information like bank account, pension, benefits, insurance, and similar details
- Special categories of data like medical information for emergency or occupational health reasons; criminal conviction or social care action information for legal and safeguarding reasons; and protected characteristics information like gender, age, ethnic group etc.
- Contract information like start dates, hours worked, post, roles, salary information, and pre-employment vetting information like references;
- Work absence information like the number of absences and reasons;
- Qualifications and, where relevant, subjects or specialisms taught.

This list is not exhaustive.

Why we collect and use this information

We use school workforce data to:

a) provide us with a comprehensive picture of our workforce, how it is deployed, how it can be developed, and kept safe;
b) recruit appropriately and to inform the development of recruitment and retention policies;
c) enable individuals to be evaluated and developed in their career and be paid
d) meet statutory duties placed on us by HMRC, the Home Office, Department for Education, Department of Work and Pensions, UK Health Security Agency etc.
e) enable individuals to access premises or services we control e.g., .system logins, using biometric recognition;
f) celebrate or promote school, for scientific interest, or to record our own school history.

Under UK GDPR, the lawful bases we rely on for processing personal workforce information are:

- to enter into or carry out a contract (mainly reasons b, c, and e above) e.g., to employ people or buy services for people to use.
- to comply with the law (mainly reasons b, c, and d above) e.g., recording sickness absence for benefits purposes, data sharing with child protection partners like social care, the NHS, and the Local Authority.
- to protect vital interests (mainly reason a above) e.g., allergy or other health information,
- having consent (mainly reasons e, and f above, and to process ethnicity data) e.g., use images and names in publicity (if another basis does not apply), or use biometric data as an identifier.

When we process special category data like medical information, biometrics, or criminal history, we need to have one lawful basis from the list above *and* one of the following list:

- having consent (mainly reasons a, d, and e above) e.g., to use biometric controlled catering services or referral to occupational health or other support services.

- to comply with the law (mainly reason d above) e.g., pre-employment criminal record checks, providing reasonable adjustments for work or interview.
- for preventative or occupational medicine or to assess the work capacity of an employee or to improve public health (mainly reason a above) e.g., report notifiable diseases to local or national government departments;
- to make or defend legal claims (mainly reason d above) e.g., some special educational needs records which include details about the staff involved, and all accident records etc.

Collecting school workforce information

We collect personal information via Letter of Application and application forms, references, banking detail supplied by data subject, DBS, staff suitability declaration, data subject declaring medical information.

Most of the information we ask for is required by law or necessary so we can run the school effectively and some of it is voluntary. To comply with UK GDPR, if you have a choice about providing information, we will tell you when we ask for it. We will also tell you what to do if you do not want to share this information with us.

Storing school workforce information

We hold school workforce data securely in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools. Most data about staff is kept for between 6 months and 6 years after an event or the ending of a contract, although some is kept for much longer e.g., first aid and accident records that also involved children. Unsuccessful applicant data is kept for 6 months after the date of appointment.

Who we share school workforce information with and why

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. The laws listed in this notice that require us to collect information also require us to share it. Data is transferred securely by hand delivery or registered post, via a government data transfer system like School to School, via a contractor's secure data sharing system like our online school trips safety system, and sometimes in other secure ways.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring (see next section).

We also share school workforce information with:

- our payroll and pensions service provider to pay people;
- the Local Government Pension scheme (Your Pension Service) to manage pension contributions;
- HMRC for legal and tax reasons;
- organisations involved with our children like the local authority or other partner professionals who need the names, job titles, contact details and perhaps qualifications of our employees, the places we take children to on trips who might need more personal information like next of kin and medical needs, and workforce development organisations like training providers;
- Government departments like UK Health Security Agency, local authority public health, and District Council Environmental Health Departments to comply with the law and support public health action;
- Occupational Health and similar staff support services only with the consent of the individual.

Department for Education and our Local Authority

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

The law requires us to share information about our school workforce with the Department for Education (DfE) for the purpose of those data collections, and with our local authority, 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 UK GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mr Mark Ashton head@warwickbridge.cumbria.sch.uk.

Depending on which lawful basis above was used to process the data, you may also have a right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- 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, you should 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

If we are only processing your personal data because you consented, 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 Mr Mark Ashton head@warwickbridge.cumbria.sch.uk.

Last updated

This privacy notice was compiled using DfE advice and model documents. We may need to review it periodically, so we recommend that you revisit this information from time to time. This version was last updated on January 2024.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mr Mark Ashton head@warwickbridge.cumbria.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 DfE, you should make a 'subject access request'. Further information on how to do this can be found in the DfE's personal information charter published at: www.gov.uk/government/organisations/department-for-education/about/personal-information-charter

To contact the department: www.gov.uk/contact-dfe.