



Bishops Tawton Primary School and Pre-school

Privacy Notice (How we use 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 information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

This list is not exhaustive, to access the current list of categories of information we process please see

Why we collect and use workforce information

We use 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, pension contributions made and NI deducted
- d) to undertake our responsibilities for safeguarding children
- e) to provide employee services and benefits (such as childcare vouchers and pensions)
- f) to enable the provision of education and pastoral care to our pupils
- g) to communicate with you
- h) to comply with the law regarding data sharing
- i) ICT and information services
- j) to maintain staff records
- k) to monitor equal opportunities
- l) to ensure staff and student safety and security, to prevent and detect crime
- m) to promote the school and its activities
- n) to carry out audits (e.g. to ensure compliance with our legal obligations)
- o) to deal with complaints, grievances and disciplinary actions
- p) to complete DfE school workforce census
- q) to administer school trips and activities

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

We collect and use information to comply with [Article 6\(1\)\(c\)](#) and [Article 9\(2\)\(b\)](#) of the General Data Protection Regulation (GDPR).

We will process personal information where one or more of the following applies:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- consent has been obtained from the data subject

- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation

When we collect 'special categories of personal data' eg information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws. (GDPR article 9)

Collecting workforce information

We collect personal information via [explain method of data collection used, for example, staff contract forms]

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 shown in our data retention schedule.

Who we share workforce information with

We routinely share this information with:

- our local authority
- Department for Education (DfE)
- future employers (for reference information)
- catering and trip payment service providers
- communication service providers
- school trip providers and destinations (for example names to purchase tickets)
- IT service providers to enable access to services
- payroll service provider (DCC)
- LGPS and Teacher Pensions
- HMRC

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 children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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 admin@bishopstawton-primary.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
- 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:
Mrs M Smallwood (Head Teacher)

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.

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