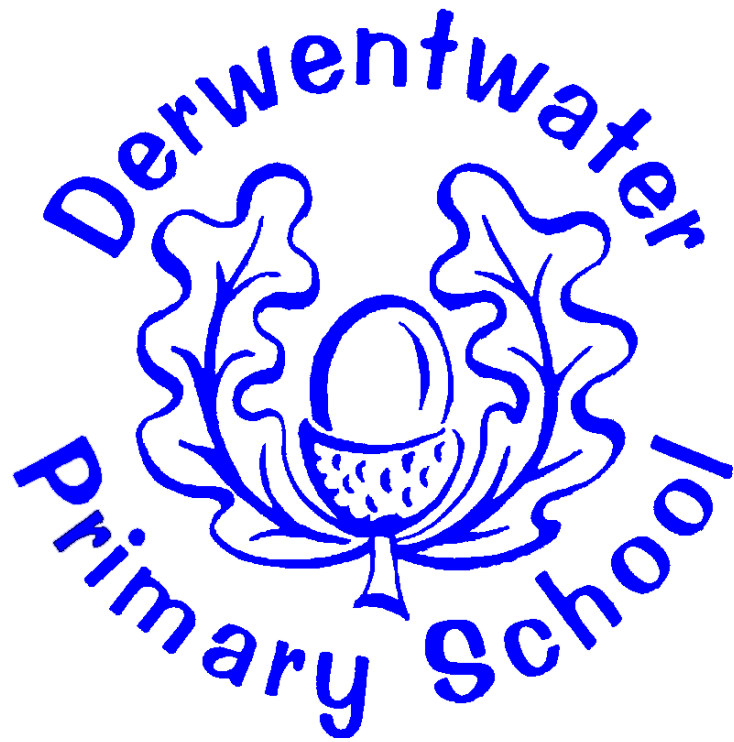




DOCUMENT TITLE	PRIVACY NOTICE FOR STAFF (HOW WE USE SCHOOL WORKFORCE INFORMATION)
COMMITTEE RESPONSIBLE FOR POLICY	
REVIEW FREQUENCY	EVERY YEAR
DATE LAST REVIEWED AND APPROVED	SEPTEMBER 2018
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POLICY AUTHOR	TURNITON/ DERWENTWATER PRIMARY'S SBM
APPROVED BY	RESOURCES COMMITTEE



PRIVACY NOTICE

Contents

1. Privacy Notice	4
2. The Categories of School Workforce Information That We Collect, Process, Hold and Share Include	4
3. Why We Collect and Use This Information	4
4. The Lawful Basis On Which We Process This Information	5
5. Collecting This Information	5
6. Storing This Information	5
7. Who We Share This Information With	5
8. Why We Share School Workforce Information	6
9. Data Collection Requirements	6
10. Keeping Your Personal Information Secure	7
11. Requesting Access To Your Personal Data	8
12. Further Information	9

1. Privacy Notice (How We Use School Workforce Information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

2. 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, and 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
- Contact information including address, email and phone numbers
- Payroll information
- DBS information

3. 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
- Enable individuals to be paid
- Safeguarding and child protection
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development

4. The Lawful Basis On Which We Process This Information

- 4.1. As your employer the school relies on having a legitimate reason to collect and use your personal information, and to comply with its statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).
- 4.2. We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

5. 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.

6. Storing This Information

We will hold your personal information for 6 years in line with IRMS (Information Records Management Service) personnel retention record keeping guidelines. Please follow the link below for more information on records management.

<http://irms.org.uk/page/SchoolsToolkit>

7. Who We Share This Information With

We routinely share this information with:

- The London Borough of Ealing
- Department for Education (DfE)
- Ealing Council Corporate Resources
- Ealing Council Payroll

8. 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.

8.1. 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.

8.2. Department for Education (DfE)

- 8.2.1. 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.
- 8.2.2. 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.

9. Data Collection Requirements

- 9.1. The DfE collects and processes personal data relating to those employed 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.
- 9.2. 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>.
- 9.3. 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.
- 9.4. 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.

9.5. 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.

9.6. 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>

10. Keeping Your Personal Information Secure

10.1. We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

10.2. We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

11. Requesting Access To Your Personal Data

11.1. 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, In the first instance please contact the School lead below.

Position	Name	Email	Phone
School Lead	Venessa Nicholas	GDPR@derwentwater.ealing.sch.uk	020 8992 9296
Data Protection Officer	turnITon	dpo@turniton.co.uk	01865 597620 (option 3 - GDPR)

11.2. 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.

11.3. Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways.

11.4. We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note that your request may delay or prevent us delivering a service to you.

11.5. For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioner’s Office (ICO) on individuals’ rights under the General Data Protection Regulation.

11.6. 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/>

12. Further Information

12.1. Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School lead below:

Position	Name	Email	Phone
School lead	Venessa Nicholas	GDPR@derwentwater.ealing.sch.uk	020 8992 9296
Data Protection Officer	turnITon	dpo@turniton.co.uk	01865 597620 (option 3 - GDPR)

12.2. Policy Update Information

This policy is reviewed annually and updated in line with data protection legislation.