

## HEMINGFORD GREY PRIMARY SCHOOL

### PRIVACY NOTICE FOR STAFF

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

- **personal information** such as name, phone number and address, employee or teacher number, national insurance number, contact details for next of kin, DBS/DBA clearance information, prohibition from teaching check, right to work in the UK
- **special categories of data** including characteristics information such as gender, age, ethnic group, relevant medical information including medically fit to work clearance
- **contract information** such as start dates, hours worked, post, roles and salary information
- **work absence information** such as number of absences and reasons
- **qualifications** including training and certificates awarded at the end of training
- **correspondence/records following meetings** related to appraisal and work performance

### **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
- ensure the school is compliant and able to function without jeopardizing the safeguarding of children and staff
- inform the development of recruitment and retention policies
- support the development of staff
- enable individuals to be paid
- comply with the Government workforce census
- to enable technical devices in school to work efficiently

### **The lawful basis on which we process this information**

We process this information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998

- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

For regulations relating to the School Workforce Census – see the DfE website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## 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 in line with Government retention guidelines. The link to our data retention schedule is as follows: For a copy of the school's retention schedule, please contact the school office.

## Who we share this information with:

We routinely share this information with:

- our local authority, (Cambridgeshire County Council)  
<https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the Department for Education (DfE)
- our HR/Payroll provider: Judicium Education
- the Governing Body
- **Agencies we commission to deliver services on our behalf:**
- Orovia (LA commissioned finance management system)
- Sims Agora (Allows online payments for dinners, trips, clubs and events)
- SeeSaw and Edmodo (Enables on line messaging and pupil work portfolio)
- Mathletics (Online maths learning resource)
- Parents' Evening sign up system (Allows parents to book events and parents' evening appointments)
- Evolve (Records and stores details of all school trips and visits)
- Education ICT service (To manage our school file server)
- Fisher Family Trust as part of a national picture to co-ordinate the collection and analysis of, pupil data
- the body hosting the management of our child protection records, My Concern
- Evolve (Records and stores details of all school trips and visits)
- Education ICT service
- our DBS clearance management company EPM

## 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.

### **HR/Payroll provider**

We share information in order to ensure staff are paid appropriately, that contracts are lawful and when necessary, legal advice can be sought to ensure that performance management processes are followed correctly.

### **Governors**

Information is shared with Governors on a need to know basis, for example, in relation to ratifying decisions regarding pay.

### **My Concern**

The company hosts our child protection data and systems management and in order for this to operate, the company holds staff names and work email addresses.

### **Light Speed MDM/filter**

The company manages our mobile devices (ipads) on which names, emails, device logins and usage stats would be recorded.

### **Education ICT service**

To manage our school file

### **EPM**

To process DBS information

### **Fisher Family Trust**

As part of a national picture to co-ordinate the collection and analysis of, pupil data

## 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>

## **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's office manager who will forward your request to our Data Protection Officer (DPO).

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 Office Manager who will forward your inquiry to either the Head teacher or the Data Protection Officer.