

# Victoria Park Junior School Data Privacy Notice for Workforce



## How we use workforce information

We collect your information to;

- Enable individuals to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Safeguard individuals
- Performance management
- Produce staff ID passes
- Produce the single central record

## The categories of school information that we process include: (this list is not exhaustive)

Personal information such as;

- Name, data of birth, address, employee and teacher number, national insurance number, contract information, hours worked, post, role, salary, qualifications, subjects taught, when and where, photograph, pension details, bank details, marital status, HMRC declarations, employee benefits, performance management, absence data

Special categories of information such as;

- Ethnicity, nationality, age, gender, health data, occupational health referrals, DBS details, correspondence relating to sickness absence

## Why we collect and use workforce information

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing workforce information are:

UK GDPR Article 6: Lawfulness of processing and UK GDPR Article 9: Processing of special categories of personal data

Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

Name, data of birth, address, National Insurance, HMRC declarations, subjects taught references photograph bank details employee benefits performance management, absence data and correspondence relating to sickness absence

Processing is necessary for compliance with a legal obligation to which the controller is subject  
Teacher number NI, HMRC declarations, references employee benefits DBS details, health data, pension details, marital status

The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

The consent of employees may be relied upon to process some forms of data. We will request consent in the following circumstances:

- Occupational health referral
- Ethnicity/Nationality
- Health data

### **Collecting workforce information**

We collect personal information via the job application form, annual staff data sheet, DBS, contracts, references.

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 UK 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, in this circumstance the information will be held for the duration of the employment and for six years after the employment termination date.

For more information on our data retention schedule and how we keep your data safe, please see retention schedule on the website Key Information - Data Protection.

### **Who we share workforce information with**

We routinely share this information with:

- our local authority (Trafford Council)
- the Department for Education (DfE)

### **Why we share school workforce information**

We do not share information about our workforce members with anyone without members' 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 (Trafford Council) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Council commit to only using the data for the purposes which correspond with their statutory duties and will not pass this information onto any third parties without specific agreement.

Data will be transferred electronically by an agreed appropriate secure data transfer mechanism, complying with data security under the General Data Protection Regulation, such as encrypted files via the internet, SIMS or the DfE COLLECT system, where appropriate. Information is primarily shared with the Local Authority via secure email, uploaded onto Office Online or via Royal Mail.

## 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.

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.

### 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>

### 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 please contact the school office on 0161 912 5005 to make a request or alternatively you can view our Data Subject Rights Policy on the website under Key Information - Data Protection.

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

If you have a concern about the way we are collecting or using your personal data, we request 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/>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, 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 the school office on 0161 912 5005.

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated November 2022

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the school office on 0161 912 5005.