



Ratified on 13th July 2021

Privacy Notice for School Workforce

Policy Statement

During an individual's time with us at Woodfield Academy, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our workforce, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

What information do we process in relation to our workforce?

We will collect, hold, share or otherwise use the following information about our workforce:

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, National Insurance number, and emergency contact details).
- contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details).
- work absence information (such as number of absences and reasons (including information regarding physical and/or mental health), holiday records).
- qualifications / training courses attended and, where relevant, subjects taught and training records.
- performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records)
- other information, (such as pension arrangements and all information included in these necessary to administer them), time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations, CCTV footage and images.

Where do we get information from about our workforce?

A lot of the information we have about our workforce comes from you as individuals. However we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants and other professionals we may engage, recruitment or vetting agencies, other members of staff, students or their parents, and publically available resources including online sources.

Why do we use this information?

We will process the personal data of our workforce for the following reasons:

- Where we are required by law, including:
 - To enable the development of a comprehensive picture of the workforce and how it is deployed
 - To inform the development of recruitment and retention policies
 - To enable individuals to be paid
 - To comply with legal requirements in relation to equalities and non-discrimination.
 - To comply with Safer Recruitment and other statutory requirements.
- Where we are required by any contract with our workforce, such as employment contracts, including:
 - To deduct tax and National Insurance contributions
 - To check individuals are legally entitled to work in the UK
 - Administering employment contracts
 - Conducting performance reviews
 - Making decisions about salary and compensation
 - For consideration of early voluntary redundancy or compulsory redundancy or change in employment contracts
 - Liaising with pension providers
 - Providing the following benefits:
 - Simply Health Scheme
 - Teacher and Non-teacher Pension Schemes

How do we store your information?

Your personal information is retained and disposed of in line with the school's Retention and Destruction Policy which can be found on our website.

For more information about how we keep your information safe, please see the school's Data Protection and Data Breach policies.

Who do we share your information with?

We routinely share your information with:

- The LA
- The DfE
- Contractors, such as payroll providers, to enable them to provide an effective service to the school and government agencies such as HMRC and DWP regarding tax payments and benefits
- Our professional advisors including legal and HR consultants

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.

- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- 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.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website, or for more information about how we keep your information safe, please see the school's Data Protection and Data Breach policies which are available on our website.

Concerns

If you would like to discuss anything in this privacy notice, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).