

# Collingwood Primary School Privacy Notice for staff (How we use your personal information.)

Collingwood Primary School is the Data Controller for the use of personal data in this privacy notice for those employed to teach, or otherwise engaged to work, at the school.

## The categories of school information that we process include:

- **personal identifiers and contacts** (such as name, address, employee or teacher number, national insurance number, next of Kin details)
- **characteristics** (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)
- **payroll information** (such as bank details etc)
- **Recruitment Information** (eg D.B.S., employers check, references etc)
- **medical information** (where appropriate eg care plans)
- **photographs** (Class photos, staff photo board, name badge etc)
- **C.C.T.V. and telephone recording** (where applicable)

This list is not exhaustive, to access the current list of categories of information we process please see our most up to date privacy notice in the staff handbook, available on the Staff Shared Drive.

## 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
- d) keep staff safe and well
- e) to comply with the law on data sharing

We process this information under Article 6 of the GDPR in respect of public tasks and from Article 9 where data processed is special category data from GDPR (May 2018). Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

1. enable the development of a comprehensive picture of the workforce and how it is deployed in accordance with the legal basis of Consent, Public Tasks and the special categories of religious beliefs, racial and ethnic origins, and health.
2. inform the development of recruitment and retention policies in accordance with the legal basis of Public Tasks, Legal Obligation and Vital Interests.
3. enable individuals to be paid in accordance with the legal basis of legal obligation.
4. keep staff safe and well in accordance with the legal basis of Vital Interests and the special category of health.

5. to comply with the law on data sharing in accordance with the legal basis of consent, legal obligation and Public Tasks and the special categories of racial and ethnic origin, religious beliefs and health.

## Collecting workforce information

We collect personal information via our Application Form Initially or during the Recruitment process eg at Interview or during Induction after an appointment has been made. This includes payroll forms, online application for DBS, staff contracts etc.

Workforce data is essential for the school'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 and we will tell you what you need to do if you do not want to share this information with us.

## Storing workforce information

We hold data securely for the set amount of time shown in our Records Management and Data Retention Schedule. For more information on our data retention schedule and how we keep your data safe, please visit the policies page of [www.collingwoodschool.net](http://www.collingwoodschool.net) or the agreed policies folder on the shared staff drive.

High level data is locked away with limited access for staff as appropriate. Electronic data is encrypted and/or password protected where possible and access is limited to those who process and use the data as appropriate.

Collingwood Staff use the 7 GDPR principles which are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality (security)
- Accountability

## Who we share workforce information with

We routinely share this information with:

- our local authority; Essex County Council (where applicable)
- the Department for Education (DfE)
- payroll services
- School Staff and Governors

- Human Resources (where applicable)
- Pupils and families (names and photos only)
- Colleagues within The Woodham Ferrers Partnership of schools (eg names, subject responsibilities, school email address etc.)
- Other schools if the employee has given consent eg references.

## 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.

We share data with our staff, appropriate Governors and Woodham Partnership colleagues for monitoring purposes and to aid Partnership work and communication. This can be in paper format or electronically, usually on the shared staff drive eg names, subject responsibilities, rates of pay etc.

We share payroll information electronically using password protected, limited access systems.

Further, current information can be found in our Data Protection/GDPR Policy and our Records Management and Retention Schedule which can both be accessed on the shared staff drive.

## 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 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 the school's Data Protection Officer, Miss J Hargreaves via the school office.

Depending on the lawful basis above, you may 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

### **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 Headteacher, in writing.

### **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 on 6th February 2020.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: The Headteacher or our Data Protection Officer, Miss J Hargreaves, via the school office.

## **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.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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