

Newton Tony CE VC Primary School	
Privacy Notice (How we use school workforce information)	
Policy agreed	May 2020
Policy review	May 2021 (or as required)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about our workforce. Newton Tony CE VC Primary School, Newton Tony, Salisbury, Wiltshire, SP4 0HF, are registered with the Information Commissioner's Office (ICO) and is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is: Mr Jamie Lawes, Newton Tony CE VC Primary School, Newton Tony, Salisbury, Wiltshire, SP4 0HF

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are the Education Act 1996 and the EU General Protection Regulation (GDPR) which will take effect from May 25 2018, including Article 9 'lawfulness of processing' and Article 9 'processing of special categories of personal data'

**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, DBS information)
- special categories of data including characteristics information such as gender, age, 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
- information required for payroll
- contact details, including addresses and emergency contact details
- records of performance and performance management
- safeguarding and Child Protection reports and disclosures
- photographs and video clips

This list is not exhaustive, to access the current list of categories of information we process please see our Data Protection Policy in the GDPR section on our school website [www.newtontony.wilts.sch.uk](http://www.newtontony.wilts.sch.uk) or ask to see the relevant paper copies of the information in our school office.

**Why we collect and use workforce information**

Why we collect and use this information We process personal data relating to those we employ to work at, or otherwise engage to work at our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Facilitating safe recruitment;
- Supporting the effective performance management of staff
- Improving the management of workforce data across the sector
  - Enabling development of a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body.

### **Our legal basis for using this data**

We only collect and use staff personal data when the law allows us to. We collect and use staff information under the Education Act 1996 (Departmental Censuses). The collection and processing of data is lawful under Article 6 of the General Data Protection Regulation (GDPR) as the data subject has given consent to the processing of his or her personal data for one or more specific purposes and the processing is necessary for compliance with a legal obligation to which the controller is subject. The collection and processing of personal data revealing racial or ethnic origin, religious beliefs and data concerning health, is lawful under Article 9 of the GDPR as the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

### **Who we share this information with**

- We routinely share this information with our local authority, the Department for Education (DfE), Ofsted, HMRC, Teachers Pension Scheme and Local Government Pension Scheme, our external payroll provider.

If you require more information about how the DfE store and use your personal data, please visit:

[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

### **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. The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools. 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>.

### **Storing this information**

We usually hold most school workforce data for the length of the employment contract, plus 6 years (please refer to our Retention Policy).

### **Collecting workforce information**

We collect personal information via application forms, data collection forms, staff contract forms. 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 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 this information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit our Data Protection policy and Privacy notices in the GDPR section on our school website [www.newtontony.wilts.sch.uk](http://www.newtontony.wilts.sch.uk) or contact the office for paper copies of this information.

### **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 our Head Teacher Miss Priestley or our Data Protection Officer Mr Jamie Lawes: - Newton Tony CE VC Primary School, Newton Tony, Salisbury, Wiltshire, SP4 0HF, [admin@newtontony.wilts.sch.uk](mailto:admin@newtontony.wilts.sch.uk)

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
- 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/>

#### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Head Teacher, Miss Priestley or our Data Protection Officer Mr Jamie Lawes: - Newton Tony CE VC Primary School, Newton Tony, Salisbury, Wiltshire, SP4 0HF, [admin@newtontony.wilts.sch.uk](mailto:admin@newtontony.wilts.sch.uk)

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