**THE OAKTREE FEDERATION**

**LAUGHTON COMMUNITY PRIMARY SCHOOL**

**FIRLE CE PRIMARY SCHOOL**

**PRIVACY NOTICE FOR SCHOOL WORKFORCE.** Version 1 01/10/19.

1. Introduction.

## We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This includes workers, contractors and staff who are self-employed. This is for employment purposes to assist in the running of the school and to enable members of the workforce to be paid. The collection of this information will benefit both national and local users by:

* 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; and
* supporting the work of the School Teachers’ Review Body

1. 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)
* special categories of data including characteristics information such as gender, age, ethnic group
* contract information (such as start dates, hours worked, post, roles and remuneration information, VAT number)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)
* Payroll information
* Relevant medical information
* Disclosure and Barring Service Checks
* Prohibition checks on anyone who has been a teacher in the past, irrelevant of the post they now hold

1. 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
* inform the development of recruitment and retention policies
* enable members of the workforce to be paid
* manage and support staff
* performance management processes

1. The lawful basis on which we process this information:

When it is necessary, we process this information variously under the lawful bases provided by the following Articles of General Data Protection Regulation EU 2016/679 (GDPR):

**Performance of a Contract -** the processing is necessary to fulfil a contract you have with the school. (Article 6(1)(b)).

**Legal Obligation** - that it is necessary to process the information to comply with a legal obligation Article 6(1)(c)).

**Public Task** - that it is necessary to process the information in order that the school can fulfil a task in the public interest and for its official functions, and that task or function has a clear basis in law (Article 6(1)(e))

Special category data is processed under the following lawful bases:

Where you have given us your **explicit consent.** (Article 9(2)(a).

Where processing is necessary for the purpose of **carrying out obligations and exercising specific rights of the controller** (the school) **or of the data subject** (themember of the workforce) **in the field of employment and social security and social protection law.** (Article 9(2)(b)).

Where processing is necessary for reasons of **substantial public interest.** (Article 9(2)(g)).

1. Collecting this information.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us voluntarily. 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.

1. Storing this information.

We hold school workforce data for up to six years after the termination of your employment or engagement with the school, unless special circumstances apply.

1. Who we share this information with.

We routinely share this information with:

* our local authority
* the Department for Education (DfE)

8.Why we share school workforce information.

We do not share information about workforce members 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 and expenditure and the assessment educational attainment.

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

1. Data collection requirements.

The DfE collects and processes personal data relating to those employed by schools and local authorities who 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>

1. 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:

Executive Headteacher - Mrs Rachel West Phone 01323811306

Address: Laughton Community Primary School,

Church Lane,

Laughton, Lewes,

East Sussex. BN8 AH

[head@laughton.e-sussex.sch.uk](mailto:head@laughton.e-sussex.sch.uk)

1. 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/>

1. Data Protection Officer

Our Data Protection Officer is Roger Simmons. Contact details are:

R SimmonsLtd

32 Moy Avenue

Eastbourne

East Sussex

BN22 8UF.

[rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com)

Phone 01273 337 610

*(NOTE: Whilst this Privacy Notice refers to the Articles of the GDPR, it is intended to continue to be applicable to equivalent provisions in any Act of Parliament.)*