

Privacy Notice (How we use workforce information)

This notice outlines what information we collect and hold about the Trust's workforce, what we use it for, how long we keep it and the lawful basis we have for doing all of the above. The information we collect is ordinarily provided to us by workforce members when they join the Trust as part of the application process, or by the employers of agency staff when they begin to perform work on our behalf. Alternatively it may be sourced from DBS checks, or from the employees references.

The Trust employs a Data Protection Officer to oversee and monitor our data processing activities. This individual can be contacted by emailing dpo@southfieldgrange.org.uk

The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number and your image)
- details about your vehicle (make, model, colour and registration number)
- contact information (like your address, email address and phone number plus the same information for your next of kin)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- historical employment information (both for references and to ensure accurate pension calculations)
- work absence information (such as number and reasons for absence, GP notes, occupational health information)
- qualifications (and, where relevant, subjects taught)
- safeguarding information (for example DBS checks and the single central record)

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) help form strategies to improve school performance
- e) help ensure the security of our site
- f) fulfill our legal obligations to submit returns to the government
- g) monitor equalities information

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

- Processing is necessary for compliance with legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems

In addition, concerning any special category data:

- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity.
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and interests of the data subject.

Collecting workforce information

We collect personal information via our recruitment application packs and forms in the induction process for direct staff. Where a member of our workforce is not directly employed by us, we will also collect information through their parent agency or company.

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 may be 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 workforce 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 the Trust's website.

Broadly speaking, our retention schedule dictates we retain workforce data until the end of the Academic Year which finishes at least 7 years after the employee has ceased to be employed by or work with the Trust.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- consultants and consultancy firms (for example our legal advisors, occupational health advisors and our school improvement partners)

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.

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, under:

We are required to share information about our school employees with the (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.

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, contact team.data@southfieldgrange.org.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 the trust's Data Protection Officer by emailing dpo@southfieldgrange.org.uk.