

# St Elisabeth's CE Primary School



## How we use workforce information

Date adopted	May 2018
Date ratified by governors	July 2018
Signed Headteacher	
Signed Chair of Governors	
Review date	May 2019

## **How we use workforce information**

### **We collect your information to;**

- Enable individuals to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Safeguard individuals
- Performance management
- Produce staff ID passes
- Produce the single central record

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

- Personal information such as;
  - Name, data of birth, address, employee and teacher number, national insurance number, contract information, hours worked, post, role, salary, qualifications, subjects taught, when and where, photograph, pension details, bank details, marital status, HMRC declarations, employee benefits, performance management, absence data
- Special categories of information such as;
  - Ethnicity, nationality, health data, occupational health referrals, DBS details, correspondence relating to sickness absence

## **Why we collect and use workforce information**

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

**Necessary for the performance of a contract** – Name, data of birth, address, National Insurance, HMRC declarations, subjects taught references photograph bank details employee benefits performance management, absence data and correspondence relating to sickness absence

**Necessary to comply with our legal obligation** - Teacher number NI, HMRC declarations, references employee benefits DBS details, health data, pension details, marital status

**Consent** - The consent of employees may be relied upon to process some forms of data.

We will request consent in the following circumstances:

- Occupational health referral
- Ethnicity/Nationality
- Health data

## **Collecting workforce information**

We collect personal information via the individual staff members/Governors, Local Authority, HR services, previous employers, and DBS department.

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 workforce information**

We hold data securely for the set amount of time shown in our data retention schedule, in this circumstance the information will be held for the duration of the employment and for six years after the employment termination date.

For more information on our data retention schedule and how we keep your data safe, please visit . See the office for details.

Data is held on the SIMS system where only Headteacher, DHT, Office manager and Office assistant have access.

Job descriptions and contracts are securely locked away.

Policies about the safe use of data are on the website.

## **Who we share workforce information with**

We routinely share this information with:

- our local authority (Stockport Metropolitan Borough Council - SMBC)
- the Department for Education (DfE)
- Reference written for a job application

## **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.

## **Local authority**

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

The Council commit to only using the data for the purposes which correspond with their statutory duties and will not pass this information onto any third parties without specific agreement.

Data will be transferred electronically by an agreed appropriate secure data transfer mechanism, complying with data security under the General Data Protection Regulation, such as encrypted files via the internet, SIMS or the DfE COLLECT system, where appropriate. Information is primarily shared with the Local Authority via secure email, uploaded onto Office Online or via Royal Mail.

## **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.

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.

**Information is uploaded securely to the LA via Office Online.**

## **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 please contact [\[school office\]](#) to make a request or alternatively you can view our Data Subject Rights Policy at [\[link to website\]](#).

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 request 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:  
***Mrs Burrows and Mrs Bradley***