



St James & Emmanuel Academy Trust

Privacy Notice – School Workforce

June 2023



The St. James and Emmanuel Trust have entered in a service level agreement with Stockport's Information Governance Service and uses the policies and guidance produced by them as the basis for Trust policies and approaches in relation to information governance and GDPR.

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	IG Team	IG Team	15.06.2018	01.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Updated changes regarding Consent
V4	IG Team	IG Team	10.11.2021	01.09.2022	Legislation update
V5	IG Team	IG Team	01.11.2022	01.09.2024	We collect; Categories; Storing data, Sharing data

How we use workforce information

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our academies.

We collect your information to;

- Enable individuals to be paid.
- Facilitate safe recruitment.
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies.
- Support effective performance management.
- Enable ethnicity and disability monitoring.
- Produce the single central record.
- Monitor the security of the academy's site to ensure the safety and wellbeing of staff, pupils and visitors.

The categories of academy information that we process.

These include:

- Personal information (such as name, date of birth, employee or teacher number, national insurance number).
- Characteristics information (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)
- Finance information (such as pension details, banks details, HMRC declarations, employee benefits)
- Medical information (such as health data, occupational health referrals).
- Disclosure and Barring information.
- Images and video footage (CCTV)

Why we collect and use workforce information.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you.
- Comply with a legal obligation.
- Perform an official task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

Collecting workforce information

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

Workforce data is essential for the academy's / academy trust'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 staff 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 contact the academy business manager.

Who we share workforce information with

We routinely share this information with:

- Our Academy Trust team
- Our local authority
- Manchester Diocese
- The Department for Education (DfE)
- HR Providers
- Safeguarding/Independent auditors.

There may be circumstances in which we may lawfully share personal data with third parties where, for example, we are required to do so by law, by court order, or to prevent fraud or other crimes. Where we share data, however, we shall do so in accordance with applicable data protection laws.

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 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 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](#).

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

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 DfE

The DfE 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 DfE 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 DfE: <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 the academy's office to make a request or alternatively you can view our Data Subject Rights Guidance.

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

Contact us

If you would like to discuss anything in this privacy notice, please contact:

The St. James and Emmanuel Academy Trust

Or the School's Data Protection Officer:

IGschoolsupport@stockport.gov.uk

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