

## ***The Park Community School***

### **Privacy Notice - How we use information for our workforce**

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, address, date of birth, employee or teacher number, National Insurance number, photograph, driving licence, address, next of kin, relationship status, salary, email address, car registration number);
- Special categories of data including characteristic information such as gender, age, nationality, ethnic group, health;
- Contract and employment information (such as start dates, hours worked, post, roles and salary information, appraisal and disciplinary information);
- Work absence information (such as number of absences and reasons, Occupational Health information);
- Qualifications (and, where relevant, subjects taught);
- Safeguarding information (such as employment checks, references and evidence of identity, DBS information);
- Financial (such as bank details to enable payment of salary and expenses).

#### **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;
- Recruit, retain, train, appraise, manage the welfare and performance of staff;
- Enable individuals to be paid, pension contributions made and tax and NI deducted;
- Ensure identity and suitability of staff for our responsibilities for safeguarding students;
- Provide employee services and benefits (such as childcare vouchers and pensions);
- Enable the provision of education and pastoral care to our students;
- Communicate with our workforce;
- Assess the quality of our services and inform service improvements;
- Comply with the law regarding data sharing;
- Provide catering and payment services;
- Provide access to the campus and school services and information;
- Maintain staff records;
- Monitor equal opportunities;
- Ensure staff and student safety and security;
- Detect and prevent crime;
- Promote the school and its activities;
- Ensure and report compliance with our legal obligations;
- Detail with complaints, grievances and disciplinary actions;
- Provide absence data to the Governing Board on an annual basis;
- Complete DfE School Workforce Census;
- Administer school trips and activities.

#### **The lawful basis on which we process this information**

We process this information under Article 6 and Article 9 of EU GDPR Regulations 'Lawfulness of Processing' where processing is necessary for:

- The performance of a contract to which the data subject is party;
- The performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- Compliance with a legal obligation;
- Protection of the vital interests of a data subject or another person.

For examples of data collection purposes, you may wish to view the Departmental Census section of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

### **Storing this information**

We undertake not to retain school workforce data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. Most records are retained for a period of six years after the employee has ceased employment with the school.

Records of prospective employees are generally retained for a period of six months.

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

#### We routinely share this information with:

- Our Local Authority;
- The Department for Education (DfE);
- HMRC and the Department for Work and Pensions and LGPS and Teacher Pensions;
- Catering and payment service providers;
- Communication services providers;
- School trip providers and destinations for staff accompanying trips;
- IT service providers to enable access to service;
- Payroll service providers;
- Future employers (for reference information);
- HR One, our Local Authority payroll provider for pension and HR purposes;
- Examination Boards and/or Training Providers for professional development and qualifications.

### **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.

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.

We share personal data with the DfE on a statutory basis. The data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that 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>

### **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 Tracy Isaac, HR Manager via e-mail: [tisaac@theparkschool.org.uk](mailto:tisaac@theparkschool.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
- 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/>

### Further Information

If you would like to discuss anything in this Privacy Notice, please contact:

Mrs T Isaac  
HR Manager  
[tisaac@theparkschool.org.uk](mailto:tisaac@theparkschool.org.uk).