

This **Privacy Notice for school workforce** explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our Multi-Academy Trust is the 'Data Controller' and our school is defined as a 'Data Processor' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with General Data Protection Regulations (GDPR)

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

Personal Information	Name, Date of Birth, Gender, Address, email address, telephone number National Insurance number Employee or teacher number Medical conditions
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence
Employment/Recruitment Information	References Self-Disclosure forms DBS checks Verification of the right to work in the UK Start dates Hours worked Post / roles Salary information P45 forms Pensions information
Other	Appraisal / Performance Management notes and reports Qualifications DBS evidence Disciplinary information Grievances

\*this refers to those with legal responsibility for the child

## CCTV

Some Symphony Schools may have their premises monitored by CCTV. This will only be accessed by authorised personnel and only reviewed for safeguarding reasons. Images are stored securely in line with the SLT Retention Policy and will not be viewed unless necessary for safeguarding or site security reasons.

## Why we collect and use information:

We use the school workforce data to:

- Enable the deployment of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

## The lawful basis on which we use this information:

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation. The school processed such data because we have:

(6a) Consent: employees and others who work in the school have given clear consent for us to process their personal data for the purposes indicated above.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. we are required to have evidence that staff have DBS clearance)

### **Collecting workforce 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 the General Data Protection Regulation, 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 will hold workforce data in line with the Trust Retention Policy after you leave our employment. All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the school site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed.

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

We routinely share aspects of workforce information with:

- Our local authority
- Our Multi-Academy Trust
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract e.g. Otrack, Weduc.

We do not share information about the workforce 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 (LA) under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2017 and amendments.

### ***Symphony Learning Trust***

We are required to share information about our workforce to the Multi-Academy Trust on occasions such as senior recruitment roles and higher disciplinary matters.

### ***The DfE***

We are required to share information about our school workforce with the DfE under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2017 and amendments.

## **Suppliers and Service Providers**

We are required to share certain information about our school workforce with suppliers and service providers (e.g. pensions information) to enable staff to undertake the legal responsibilities of their role.

## **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. 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 upon us by the DfE , including the data we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>)

The Department may share information about our workforce 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
- Providing statistics
- Providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based upon 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 store and handle the data

To be granted access to school workforce information, organisations must comply with strict terms and conditions covering confidentiality and handling of data, security arrangements and the 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 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, contact Mrs Diane Lane on 01509 503214, at [office@newcroft.leics.sch.uk](mailto:office@newcroft.leics.sch.uk) or visit the school office.

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 made 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

- School Business Director: Diane Lane (01509 503214 – [office@newcroft.leics.sch.uk](mailto:office@newcroft.leics.sch.uk))
- The School's Data Protection Officer: Donna Hughes (01455 284 191) – [dpo@symphonylearningtrust.co.uk](mailto:dpo@symphonylearningtrust.co.uk)