

PRIVACY NOTICE (SCHOOL WORKFORCE)

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

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Ethnicity
- Health, including any medical conditions, and sickness records

We use school workforce data to:

- Support effective performance management
- Enable you to be paid
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

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Issue Date:	6 th December 2018	Review Date:	4 May 2019

The lawful basis on which we process this 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
- Carry out a 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
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

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 GDPR, 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 hold school workforce data in line with our retention procedure on a retention and disposal schedule (currently under review) which can be found on SharePoint.

We routinely share this information with:

- the 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 2007 and amendments.

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- the Department for Education (DfE)
 - We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Central and local government
- Security organisations
- Police forces, courts, tribunals
- Professional advisers and consultants

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.

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

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- 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:
 - Jason Bromilow - bromilow.j@hungerhillschool.com
- 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:
 - Jason Bromilow - bromilow.j@hungerhillschool.com

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