

## Privacy Notice (how we use workforce information for those employed or otherwise engage to work in school)

April 2018

The categories of workforce information we collect, hold and share includes:

The categories of pupil information that we collect, hold and share include:

- Personal information (such as name, address, contact details next of kin, date of birth, teacher number national insurance number).
- Special categories of data including characteristics information (such as gender, age, ethnic group, language).
- Contract information (such as start date, hours worked, post, roles and salary information, bank details).
- Financial information (such as bank account details)
- Work absence information (such as number of absences and reasons, HR paperwork, Occupational Health referrals, relevant medical information).
- Qualifications and CDP Information (and where relevant subjects taught).

Why we collect and use this information:

We use the workforce data to:

- enable the development of comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid appropriately
- enabling ethnicity and disability monitoring
- to complete statutory school workforce census returns
- to support the wellbeing of staff in order to fulfil their roles
- qualifications (and where relevant subjects taught).

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

We collect and use workforce information for the reasons above. Our lawful bases for processing this data is set out in Article 6 of the GDPR and Article 9 (Special Category Data).

Special category data is personal data which the GDPR says is more sensitive, and so needs more protection.

### 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 workforce information to us or if you have a choice in this.

### Storing Workforce Data

We hold workforce data for the time the subject is employed plus six years.

### Who We Share Workforce Information With

We routinely share workforce information with:

- The Department for Education (DfE) and central government
- HMRC
- One Education Human Resources, Healthworks
- Law enforcement organisations and courts
- Current, past or prospective employers
- Contractual third parties: CPOMS, Captia Sims, HCSS, SchoolCal, ParentPay, InVentry

### Why We Share Workforce Information

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so.

**We share workforce data with the DfE** on a statutory basis. Under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This data sharing underpins workforce policy monitoring, evaluation.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts). 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 2015.

To find out more about the data collection requirements placed on us by the DfE, 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 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
- 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 access to information about you that we hold. To make a request for your personal information contact the Data Protection Officer (DPO) for the Trust email

[DPO@climanchester.com](mailto:DPO@climanchester.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 purposes of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- 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 the Data Protection Officer on:

[DPO@climanchester.com](mailto:DPO@climanchester.com)