



The Colleton Primary School

Esse Quam Videri

PRIVACY NOTICE

How we use school workforce information in our primary school

This document provides insight into how we use information about school staff including supply teachers, volunteers and job applicants. For job applicants and volunteers, information will only be collected and shared as relevant to their role.

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

- Personal information (such as name, DOB, marital status, employee or teacher number, national insurance number, contact details, payroll/banking details for paid staff including tax status, DBS checks)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information such as start dates, hours worked, post, roles and salary information, pension and benefits information
- Next of kin and emergency contact numbers
- 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, or results of searches made online as part of our recruitment process
 - Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
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- Declarations about suitability to work relating to the Childcare (Disqualification) Regulations
- Relevant medical information
- Work absence information such as number of absences and reasons
- Information relating to the performance of paid staff
- Outcomes of any disciplinary and/or grievance procedures
- Photographs captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

Why we collect and use this information

We collect and use school workforce data to:

- Enable individuals to be paid and inform HMRC and pensions administrators
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies and adhere to our recruitment policy
- Provide information for emergencies
- Produce statutory returns to the DfE
- Comply with our legal and statutory obligations.

The lawful basis on which we process this information

We process this information in order to comply with the Education Act 1996 and under the GDPR Articles below, as included in the Data Protection Act 2018:

- 6(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- 6(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- 9(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

Collecting this information

Workforce data is essential for the school's and the Local Authority's operational use. 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 at the point of collection whether you are required to provide certain school workforce information to us or if you have a choice.

Storing this information

We hold school workforce data securely on local and cloud based networks, as well as on paper. There are strict controls on who can see your information. We will hold data for as long as necessary in line with our retention schedule, after which the information will be securely destroyed.

Who we share this information with

We routinely share this information with:

- our payroll provider
- our Local Authority
- the Department for Education (DfE)
- our occupational health provider.

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.

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.

Department for Education (DfE)

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

We are required to share information about our school employees with our Local Authority (LA) and the 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 the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Payroll provider

Your data will be held by our payroll provider to enable us to process payments to you. For Supply Teachers only, personal data may also be viewed by authorised persons in other schools in the Wokingham Borough Council area that use the Selima system.

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 school using the details at the end of this document.

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 (including profiling)
- object to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- to seek redress, either through the ICO or through the courts.

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/>

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 30th November 2022.

Further information

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

The Colleton Primary School

Data Protection Officer – Ben Hockley (Ben.Hockley@colleton.wokingham.sch.uk)

School Contact – Carol Simpson (Finance@colleton.wokingham.sch.uk)

How Government uses your data

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.

Data collection requirements

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 Department

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 the 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.

How to find out what personal information the DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- whether they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>