



Calshot Primary Privacy Notice (How we use school employee information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals working within the school as employees.

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

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as dob, gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- performance management (Performance Management records)
- payroll information (Local Authority Payroll Department records)
- safeguarding records (such as Single Central Record, prohibition checks, security pass and DBS)
- staff photographs (such as displays)
- contact details (such as phone numbers and address)
- employment checks (such references)
- disciplinary and grievance information (disciplinary and grievance records)

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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- to assess the quality of our services
- to comply with employment law
- to comply with the law regarding data storage

The lawful basis on which we process this information

We collect and use workforce personal information under:

- GDPR Article 6 (1) (b) where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- GDPR Article 6 (1) (e) which states that the processing is for the performance of a task carried out in the public interest or in the exercise of the data controller's official authority where the processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a Government Department ie. DFE and is a proportionate means of achieving a legitimate aim. This provision covers data.
- GDPR Article 6 (1) (f) which states that processing is necessary for the purpose of the legitimate interests pursued by the controller or a by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data
- GDPR Article 9 (1) (b) which states that processing is necessary for the purpose 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing appropriate safeguards for the fundamental rights and the interests of the data subject
- GDPR Article 9 (1) (g) which states that processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.
- GDPR Article 9 (1) (j) which states that processing is necessary for achieving purposes in the public interest, scientific or historical purposes

or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

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 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 workforce data

Personal data is stored in accordance with our data protection policy.

We maintain a file to store personal information about all employees. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

We hold employee data for

- personal information is held for the duration of employment at Calshot School and a further 7 years
- characteristics information is held for the duration of employment at Calshot School and a further 7 years
- contract information is held for the duration of employment at Calshot School
- work absence information is held for 2 years
- qualifications are held for the duration of employment at Calshot School
- performance management is held for the duration of employment at Calshot School
- payroll information is held for the duration of employment at Calshot School
- safeguarding records are held for the duration of employment at Calshot School
- staff photographs are displayed for the duration of employment at Calshot School
- contact details are held for the duration of employment at Calshot School
- employment checks are held for the duration of employment at Calshot School
- disciplinary and grievance information is held for the duration of employment at Calshot School

Who we share workforce information with

We routinely share employee information with:

- our Local Authority (including Payroll, HR and ER divisions)
- the Department for Education (DfE)

Why we share 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 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.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 Mr. M. Wingrove (Data Protection Officer)

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

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/>

