



Beaminster School Workforce Privacy Notice

How we use school workforce information

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

- personal information (e.g. name, address, contact information, employee or teacher number, national insurance number, application form, references, DBS clearance)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (e.g. start dates, hours worked, post, roles and salary information)
- work absence information (e.g. number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical/health information
- disciplinary, capability information.

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
- enable ethnicity and disability monitoring
- comply with legal requirements and assist in the smooth running of the school.

The lawful basis on which we process this information

We collect and use information in order to comply with legal obligations for a running a school. We process this information under **Article 6** of the General Data Protection Regulation (GDPR) (obtained consent, compliance with the school's legal obligations, to protect the vital interests of data subjects, the exercise of official authority vested in the school, for the purposes of legitimate interests pursued by the school), and **Article 9** of the GDPR (obtained consent, for carrying out the obligations and legitimate activities of the school (with appropriate safeguards), for reasons of substantial public interest, the provision or management of health or social care).

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 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 and seek informed consent where necessary.

Storing this information

We hold school workforce data securely for varying lengths of time depending on the nature of the information and in line with current retention guidelines.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- the Sir John Colfox Academy, schools, colleges, other education establishments
- HR and health consultants
- other employers and potential employers.

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 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, please contact the Office Manager

office@beaminster.dorset.sch.uk

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 01308 862633** or email office@beaminster.dorset.sch.uk and we will be happy to help.