

# St John's Marlborough

## Privacy Notice for Staff & Volunteers (How we use school workforce information)

**The categories of school workforce information that we 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 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)
- relevant medical information
- information required for payroll
- contact details, including addresses and emergency contact details
- records of performance and performance management
- safeguarding and Child Protection reports and disclosures
- photographs and video clips
- Biometric data, CCTV images

### **Why we collect and use workforce information**

We collect and use information under the Education Act 1996 and the EU General Protection Regulation (GDPR) which will take effect from May 25 2018, including Article 9 'lawfulness of processing' and Article 9 'processing of special categories of personal data'

We use school workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) support professional development
- e) inform budgeting, planning and financial monitoring
- f) to meet the statutory duties placed upon us
- g) operational functions on the Academies premises

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing workforce information are:

- For the purposes of (a), (b), (c), (d) & (f) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- For the purposes of (c) & (f) in addition for the purposes in accordance with the legal basis of Legal Obligation: data collected is necessary to perform tasks that schools are required to perform as part of their statutory function and is shared with
  - FS4S for Payroll and pension processing
  - Online Payment Software
  - HMRC
  - Pension providers
- For the purposes of (f) in accordance with the legal basis of Legal obligation: data collected for DfE census information
  - Section 537A of the Education Act 1996
  - The Education Act 1996 s29(3)
  - Regulations 5 and 8 School Information (England) Regulations 2008
- In addition, concerning any special category data:
  - Conditions (a), (b), (f) & (g) of GDPR – Article 9

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

## Storing this information

We hold staff data in line with the recommendations of the Information and Records Management Society <http://irms.org.uk/page/SchoolsToolkit>

## Who we share workforce information

We routinely share information with:

- our local authority
- the Department for Education (DfE)
- Excalibur Academies Trust
- HMRC
- Teachers Pension Scheme and Local Government Pension Scheme
- our external payroll provider
- Biometric data, CCTV images,

## Why we share school 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 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.

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 with the (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, staff and volunteers have the right to request access to information about them that we hold. To make a request for your personal information, contact:

Mr N Reed – [NReed@stjohns.excalibur.org.uk](mailto:NReed@stjohns.excalibur.org.uk) / Mrs K Mathieson – [Kmathieson@stjohns.excalibur.org.uk](mailto:Kmathieson@stjohns.excalibur.org.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/>

### **Contact:**

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

Mr N Reed – [NReed@stjohns.excalibur.org.uk](mailto:NReed@stjohns.excalibur.org.uk) / Mrs K Mathieson – [Kmathieson@stjohns.excalibur.org.uk](mailto:Kmathieson@stjohns.excalibur.org.uk)  
or Karen Davis, Excalibur Academies Trust Data Protection Officer [karen.davis@excalibur.org.uk](mailto:karen.davis@excalibur.org.uk)