



SAINT JOHN'S

Privacy Notice - Workforce

Designated Member of Staff	Deputy Head Teacher
Date of Issue	Autumn 2023
Frequency of Review	Every two years

Issue	Issue Date	Summary of Changes
1	October 2023	Issuing of a new policy through SchoolPro
2	September 2024	Review of policy – no key changes
3	April 2026	Review of policy – small changes made

Introduction

At Saint John's, we aim for everyone to flourish and therefore all policies are set up to support pupils and staff, as well as families, to feel safe in school.

This abridged policy is written in conjunction with our Data Protection Policy.

How we use workforce information

This Privacy Notice for school workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

What workforce information we collect and process

Personal Information	Name, date of birth, gender, address, email address, telephone number National Insurance number Employee or teacher number Medical conditions
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence
Employment Recruitment / Contract Information	References Self-Disclosure forms DBS checks Verification of the right to work in the UK Start dates Hours worked Post / roles Salary information P45 forms Pensions information
Other	Appraisal / Performance Management notes and reports Qualifications DBS evidence Disciplinary information Grievances

Why we collect and use workforce information

- To enable the deployment of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To provide support to staff when required (e.g. medical emergencies)
- To ensure and maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we may rely on for processing personal information for general purposes are:

(a) Consent: workers have given consent to the processing of his or her personal data for one or more specific purposes;

(b) Contractual Obligations: processing is necessary for the performance of the worker's contract or in order to take steps at the request of the worker prior to entering into a contract;

(c) Legal Obligations: processing is necessary for school to be compliant with a legal obligation;

(d) A Duty to Safeguard: processing is necessary in order to safeguard or protect the data subject or children;

(e) Public Task: 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 school;

(ea) processing is necessary for the purposes of a recognised legitimate interest;

(f) Legitimate Interests: processing is necessary for the purposes of the legitimate interests pursued by the school or 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, in particular where the data subject is a child.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Saint John's will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) 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; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting and storing workforce information

We collect personal information in a variety of ways.

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school office.

Who we share workforce information with

We routinely share aspects of workforce information with the following organisations:

- Our local authority
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.

Our full Privacy Notice explains the reasons why we share data with these organisations:

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 the Head teacher or the Data Protection Officer.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please contact the school office.

Contact

Data Protection Officer (DPO): DPO@schoolpro.uk

You can also contact the Information Commissioner's Office: <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice or require any assistance, please contact:

School office: admin@st-johns-pri.gloucs.sch.uk or 01242 523786

In the following section, the acronym DfE refers to the Department for Education, a section of the UK Government.

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

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 DfE 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 DfE 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.

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

- if 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>