



SAINT JOHN'S

# Privacy Notice - workforce

Designated Member of Staff	Head Teacher
Committee with responsibility	Resources
Date of Issue	Autumn 2023
Frequency of Review	Annual

Issue	Issue Date	Summary of Changes
1	October 2023	Issuing of a new policy through SchoolPro

## 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.

## Privacy Notice: How We Use Workforce Information

This abridged 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).

### The Categories of Workforce Information That We Process Include:

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**

We use workforce data to:

- Enable the deployment 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
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

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

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

## **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.

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, or with our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **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 let us know by contacting **the head teacher**.

### **Contact, Full Privacy Notice & How Government Uses Your Data**

If you would like to discuss anything in this privacy notice, or to view our full Workforce School Privacy Notice (including how the Government uses your data), please contact the school office.

### **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 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 DfE Hold About You**

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>