



## Privacy Notice for Employees (How we use personal information)

### Why do we collect and use personal information?

#### What information do we collect?

- personal information (such as name, employee or teacher number, national insurance number, date of birth, address, contact information, medical information, bank details, HCPC number, driving licence and other forms of identification including right to work in the UK)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- Performance Reviews
- work absence information (such as number of days missed due to sickness absence)
- qualifications (and, where relevant, subjects taught, QTS (Teaching staff only))
- legal information (Children's barred list, criminal history, Child protection registers, Prohibited Teachers List)
- Childcare Disqualification Staff Declaration Form
- Employment History (to obtain references)
- Overseas Police Checks in the case of prior residence overseas

In addition, we may collect special category information that may include:

- Relevant health or medical information
- Trade Union membership
- religious beliefs, sexual orientation

*Please note this list is not exhaustive and may change in the future.*

#### Why we collect and use workforce information

We use 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) to ensure individuals have the right to work in the UK and suitably qualified for the post
- e) improve the management of workforce data across the sector
- f) enable monitoring of selected protected characteristics
- g) To ensure compliance with our Safeguarding Policy
- h) To ensure compliance with Employment Contracts

#### Collecting workforce information

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

- for the purposes of performance of a contract (e.g. contracts of employment, contracts, services etc)
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education Act 2005, the School Staffing Regulations 2009; the Employment Rights Act 1996, relevant tax law and other employment law obligations)

- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school). Privacy Notice (How we use workforce information).

In addition, concerning any special category data:

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the school or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a school)
- Where processing is necessary for the purposes of preventive or occupational medicine (e.g. where occupational health advice is sought)

## **Consent**

In some circumstances, we may ask you for explicit consent to enable us to process your data. However, this will normally only be where there is no other legal basis for us to process this information. Where we rely on consent, you may withdraw your consent at any time.

## **Collecting workforce information**

We collect personal information via Application forms, ethnicity forms, Staff contract forms, staff consent forms, Staff personal and bank details and Next of Kin forms, medical forms, identification documents, legal safeguarding and employment checks both in paper form and electronically.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For employees, this is for the duration of their employment plus 7 years from the end of their employment contract. For more information on our data retention schedule and how we keep your data safe, please visit <https://primarysite-prod-sorted.s3.amazonaws.com/four-marks-church-of-england-primary-school/UploadedDocument/8c5812f801e64e1c93e60b368a6d9b02/school-records-retention-schedule.pdf>

Paper information is stored securely in locked cabinets. At the end of the retention period, paper copies are securely destroyed.

Anything held electronically by the school, will also be deleted from the server in line with the retention period above. The school server is protected by encryption, and managed by Hampshire County Council and a third party GDPR compliant IT company. All computers are password protected and any sensitive documentation is also password protected.

## **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

## **Why we share school workforce information**

We do not share information about our 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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to pass information about our child and family social work workforce employees to the Department for Education (DfE) through regulations under [Section 83 of the Children Act 1989](#)

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section (below).

## 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 Mrs Karen Ballard, Data Protection Officer c/o the school office or [K.Ballard@fourmarks.hants.sch.uk](mailto:K.Ballard@fourmarks.hants.sch.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 30<sup>th</sup> September 2021.

## Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs. Karen Ballard, Data Protection Officer, c/o the school office: [K.Ballard@fourmarks.hants.sch.uk](mailto:K.Ballard@fourmarks.hants.sch.uk)

## **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.

To contact the department: <https://www.gov.uk/contact-dfe>