

## **Park Community School Privacy Notice: For those engaged to work or volunteer at the school**

This document explains 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, previous names, employee or teacher number, national insurance number)
- addresses and contact numbers including next of kin
- 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) and including pre-employment checks
- relevant medical information
- payroll information, e.g. bank details
- car insurance information [to establish adequate insurance for business purposes]
- DBS (Disclosure and Barring Service) check certificate number and disclosure date

### **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
- ensure safeguarding of students

### **The lawful basis on which we process this information**

The lawful basis for collecting and using workforce information for general purposes includes, for example:

#### **For personal data:**

- performance of a contract with the data subject (member of staff)
- compliance with a legal obligation and/or protection of vital interests e.g. for DBS checks and maintenance of the Single Central Register for student safeguarding.
- performance of public interest tasks, includes educating students on behalf of the Department for Education (DfE) and would therefore include performance management and continuing professional development (CPD) information [note that this, for example, would also come under 'performance of a contract']
- the use of CCTV is also covered by performance of public interest tasks.
- consent would normally only apply to staff photographs/images if used for marketing purposes and to staff business cards.

#### **For special category data (sensitive personal data, including, for example, biometric data):**



- necessary and authorised by law for employment obligations
- protect vital interest where consent not feasible
- necessary for establishing, exercising or defence of legal rights
- Substantial public interest
- Explicit consent

(See Article 6 for personal data and Article 9 for special category data from the GDPR-from 25 May 2018) as well as the Education Act 1996 – this information can be found in the guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### **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.

### **Storing this information**

We hold school workforce data indefinitely in accordance with Local Authority latest current guidelines.

### **Who we share this information with**

We routinely share this information with:

- our local authority (LA)
- the Department for Education (DfE)

### **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 of 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 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 the 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 DfE'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, contact [dpo@pcs.hants.sch.uk](mailto:dpo@pcs.hants.sch.uk) (The Data Protection Officer - D Morris, and the data team)

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:

**D Morris, Data Protection Officer**

