



Privacy Notice for Workforce

Version Dated: April 2018

Adopted by Thomas A'Becket Infant School: April 2018
Effective from 25th May 2018

Thomas A'Becket Infant School will always adopt the West Sussex County Council Model documents as appropriate.

Parents and Staff are advised to check the West Sussex County Council website (www.westsussex.gov.uk) in case of any amendments since the date of adoption.

We will endeavour to ensure we adopt the updated versions as soon as practical.

Privacy Notice

The School Workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

Thomas A'Becket Infant School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6875823).

The Data Protection Officer (DPO) for the school is Neil Le Manquais (School Business Manager).

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the school processes personal data is because it is necessary in order to comply with the schools legal obligations and to enable it to perform tasks carried out in the public interest.

The school may also process personal data if at least one of the following applies:

- in order to protect the vital interests of an individual
- there is explicit consent
- to comply with the school's legal obligations in the field of employment and social security and social protection law
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- for reasons of public interest in the area of public health
- for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care, or treatment or the management of health or social care systems and services, based on law, or pursuant to contract with a health professional
- for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and the interests of the data subject;
- to comply with Department of Education requirements (School Workforce censuses) as required under the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, date of birth, marital status, gender, employee or teacher number, national insurance number, next of kin details, photographs)
- financial information (such as bank, account details, tax information, pension obligations, childcare voucher scheme details, business interests)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles, salary information, pension and benefits)
- employment history (such as previous employers, continuous service, references)
- work absence information (such as number of absences and reasons, annual leave)
- medical information (such as medical conditions, emergency medication, medical and occupational health reports)
- safeguarding check details (such as DBS status, details regarding convictions of third parties within the household under disqualification by association)
- performance (such as performance management, capability and disciplinary matters)
- qualifications and recruitment information (right to work documentation, references, application process information)
- information relevant to the School Work Force Census and absence information.
- vehicle details (such as insurance policy, driving licence details, MOT)

Why we collect and use staff information

We process personal data relating to those we employ to work at, or otherwise engage to work at our School for:

- employment purposes and facilitate safe recruitment as part of our safeguarding obligations
- to comply with employer's statutory 'right to work' checks
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- to assist in the running of the School
- to enable individuals to be paid
- to support professional development of staff
- to support staff wellbeing

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body
- protecting vulnerable individuals;
- the prevention and detection of crime

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.

Who we share this information with

We will not give information about you to anyone outside the School without your consent unless the law allow us to.

We routinely share this information with:

- our local authority
- 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.

As a maintained school, a variety of supporting services are provided through the local authority. It is necessary to share some information with the following third party organisations that operate these services under the LA contracts:

- Health Management Limited - occupation health services
- Atlantic Data - DBS disclosure services
- Lloyds Bank - LA banking services provider

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 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>

Ofsted

Ofsted is the Office for Standards in Education, Children's Services and Skills. It reports directly to Parliament and is both independent and impartial. By law it must inspect schools with the aim of promoting improvement and to hold schools to account. The school will provide information as requested by Ofsted.

External Service Providers

The school uses the following external service providers to enable the school to provide a combination of both statutory and non-statutory services for the school community. Appropriate data will be shared with these providers to enable them to fulfil their obligations to the school.

School Photographer

We share the names of class teachers with the school photographer for the purpose of managing and production of the school photographs.

Parent communications systems provider

We share name, e-mail address and mobile number for staff and governors in order to allow the provider to operate the communication system on behalf of the school.

School Trips system

Offsite activities must follow criteria provided through by West Sussex County Council. Details of offsite activities which may include names of staff, pupils and volunteers taking part, are recorded on a fully managed online database service specifically designed to enable the efficient planning and authorisation of visits.

Payment / Financial systems provider

Some data will be stored within the financial system as part of our records of your financial transactions with the school.

[Assessment system provider](#)

[In order to meet the statutory requirements to record and monitor pupil's academic progress and attainment, we utilise an assessment system to hold and analyse the data.](#)

School Fund Auditor

The independent appointed auditor will have access to the financial records of the School Fund accounts which may include staff names in respect of financial transactions.

Cloud Systems providers

Data held on school servers and iPads, and the schools e-mail system is encrypted and securely backed up daily on cloud based systems providers, all of which compliant with GDPR regulations.

IT service providers

On occasion, our external IT service providers may require remote access to the school systems in order to execute their contracted functions to the school, or to provide support to school staff. Such access will only be made under the direction and control of the school.

External Security Monitoring Company

Personal and contact details of certain members of staff will be shared with our external security system monitoring company to enable them to notify relevant staff in the event of a security alarm activation.

Retention Periods

Personal data will not be retained by the School for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

CCTV

The school operates CCTV on the school site as it is considered necessary to protect the safety of pupils, staff, visitors and school's property.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO. We are happy to help people access their information in a timely manner, but it is unlikely that we will be able to respond during school holidays.

Withdrawal of Consent

The lawful basis upon which the School process personal data is that it is necessary in order to comply with the Schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the School process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF.