



# Privacy Notice for School Workforce and Governors

## How we use workforce information

### **We collect your information to:**

- Enable individuals to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Safeguard individuals
- Performance management
- Produce staff ID passes
- Produce the single central record
- Support and monitor staff attendance and support health needs where required
- Comply with DfE requirements to record Governance details

### **The categories of school information that we process include**

- Personal information such as;
  - Name, date of birth, address, employee and teacher number, national insurance number, contract information, hours worked, post, role, salary, qualifications, subjects taught, photograph, pension details, bank details, marital status, HMRC declarations, employee benefits, performance management, absence data
- Special categories of information such as;
  - Ethnicity, nationality, health data, occupational health referrals, DBS details, correspondence relating to sickness absence

### **Why we collect and use workforce information**

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

**Necessary for the performance of a contract** – Name, date of birth, address, National Insurance, HMRC declarations, subjects taught, references, photograph, bank details, employee benefits, performance management, absence data and correspondence relating to sickness absence

**Necessary to comply with our legal obligation** - Teacher number, NI, HMRC declarations, references, employee benefits, DBS details, health data, pension details, marital status

**Consent** - The consent of employees may be relied upon to process some forms of data.

We will request consent in the following circumstances:

- Occupational health or counselling referral
- Ethnicity/Nationality
- Health data

### **Collecting workforce information**

We collect personal information via the individual staff members and governors, Local Authority, HR services, previous employers, and DBS department.

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, in this circumstance the information will be held for the duration of the employment and for six years after the employment termination date.

We're committed to ensuring your personal information is safe and protected from accidental loss or alteration, inappropriate access, misuse or theft. As well as technical, physical and organisational controls, we recognise that a well-trained, informed and security alert workforce minimises privacy risks from human error and/or malicious threats.

We require our service providers to implement appropriate industry standard security measures. We only permit them to process your personal information for specified purposes in accordance with our contractual instructions.

For more information on our data retention schedule, please visit the Information Management Toolkit for Schools which can be viewed here <https://irms.org.uk/page/SchoolsToolkit>

For further information, please see the Data Protection Policy on the school website.

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

We routinely share this information with:

- our local authority (Tameside Metropolitan Borough Council - TMBC)
- 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 (TMBC) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Council commit to only using the data for the purposes which correspond with their statutory duties and will not pass this information onto any third parties without specific agreement.

Data will be transferred electronically by an agreed appropriate secure data transfer mechanism, complying with data security under the General Data Protection Regulation, such as encrypted files via the internet, SIMS or the DfE COLLECT system, where appropriate. Information is primarily shared with the Local Authority via secure email or via Royal Mail.

#### **Department for Education**

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.

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](#).

#### **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>

### **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 please contact Karen Skeffington to make a request or alternatively you can view our Data Subject Rights Policy on the school website under Data Protection.

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 request 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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

**Naveed Malik**

**Upper Ground Floor, South**

**Stopford House,**

**Stockport**

**SK1 3XE**

**0161 474 4299**

**[IGSchoolSupport@stockport.gov.uk](mailto:IGSchoolSupport@stockport.gov.uk)**