

# Privacy Notice for the School Workforce



## Privacy Notice (How we use school workforce information)

### The categories of school workforce information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, bank details and car registration details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

### Why we collect this information

Furze Platt Senior School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

In accordance with the above, staff members' personal data is used for the following reasons:

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Paying salaries and pension contributions
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Undertaking safeguarding checks- Disclosure and Barring service and Employment checks, e.g. right to work in the UK and references
- Conducting the School Workforce Census
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body

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If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at Furze Platt Senior School.
- Employees found to be working illegally could face prosecution by law enforcement officers and dismissal from employment at Furze Platt Senior School.
- Failure to provide personal data will render Furze Platt Senior School's payroll unable to process pay and benefits
- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

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

We make sure that information we collect and use about our workforce is in line with GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Works and Pensions.

## **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 in line with the information Management Toolkit for Schools which can be found at the following link:

[Information Management Toolkit for Schools](#)

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## Who we share this information with

We are required, by law, to pass on some personal information to our Local Authority (Royal Borough of Windsor and Maidenhead) and the Department for Education. We also share information with other organisations including but not limited to the following:

- Other relevant local authorities
- Department for Education (DfE)
- HMRC
- Teachers' Pension Scheme
- Department for Work & Pensions
- Disclosure and Barring Service
- Child Protection Company
- My Concern (Safeguarding system)
- Teacher Booking System
- Reading University
- Wisepay
- Capita SIMS
- Teach Maidenhead partner schools (Desborough College, Holyport College, Altwood School. Cox Green School)
- SLING.COM (invigilator communication tool)
- Maidenhead advertiser
- Blue Sky - Lesson observations uploaded
- Reading Partnership teachers
- Go 4 Schools
- The University of Reading
- UCAS
- iTrent payroll system

Names of staff may be disclosed in their professional capacity in the case of a subject access request.

## Why we share 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.

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## 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 educational attainment.

We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

## 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 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 process in place to ensure that the confidentiality of personal data is maintained and that 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

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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 please visit <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. As public bodies, schools need to appoint a Data Protection Officer (DPO). Our named DPO service is Satswana Ltd who can be contacted by emailing:

[info@satswana.com](mailto:info@satswana.com) or by calling 01252 516898

The DPO will deal with breaches, give advice on dealing with subject access requests and generally support schools with GDPR compliance. Their role is to oversee and monitor the school's data protection procedures, and to ensure the school is compliant with the GDPR.

## What are your rights?

Staff have the following rights in relation to the processing of their personal data. You have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 Furze Platt Senior School and/or the Department for Education is collecting or using your personal data we ask that you raise your concern with us in the first instance. Alternatively, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

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## **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 data protection officer, Jennifer Shaw, who can be contacted on [dpa@rbwm.gov.uk](mailto:dpa@rbwm.gov.uk)

## **How can you find out more information?**

If you would like to find out more information about how we and/or the Department for Education collect, use and store your personal data, please visit our website [www.furzeplatt.com](http://www.furzeplatt.com) where you will find our data protection policy and other information.