Privacy Notice (How we use school workforce information)

The Meadows School is classed as a Data Controller under the General Data Protection Regulation (GDPR) which is in force from 25th May 2018. We collect and hold information on all fixed and temporary staff to ensure compliance in both the public tasks that we carry out, and adherence to legal obligations. The areas that we use the data for are:

- Recruitment and employment
- Safeguarding of staff, students and visitors
- Appraisal / CPD records
- Disciplinary and Grievance proceedings
- Payroll, contract and employment conditions

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

- personal information (such as name, address, employee or teacher number, national insurance number, medical conditions, enhanced DBS check)
- 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)

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 single central records are adequately maintained
- ensure accurate and fair records are kept relating to disciplinary and grievance processes
- To comply with the law regarding Data sharing
- To comply with the law regarding child protection

The lawful basis on which we process this information

We collect and process staff information under article 6 of the GDPR, on the basis of:

* Consent: where you have given the school clear consent to process your personal data for a specific purpose;

* Contract: the processing is necessary for a contract you have with the school;

Legal obligation**:** the processing is necessary for the school to comply with the law

Vital interests: the processing is necessary to protect someone's life.

Public task: the processing is necessary for the school to perform a task in the public interest or for our official functions.

And in the case of sensitive data under article 9:

* Where you have given your explicit consent to the processing of those personal data for one or more specified purposes;

* processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;

* processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee.

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 for a maximum of the duration of the employment of the member of staff, plus 6 years in line with document retention guidelines.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Payroll
- Occupational Health
- SIPS HR

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 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

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 the school office.

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:

In the first instance, our Data Protection Lead Richard Parsons.

Our Data Protection Officer is provided by SIPS Education, and contactable via gdpr@sipseducation.co.uk