



John Clifford School

Staff Privacy Notice - 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, employee, teacher number, national insurance number)
- 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)
- medical information (including allergies, name of doctor)
- contact details (next of kin, addresses, phone numbers)
- payroll information
- DBS information
- email/ cloud storage (Microsoft 365)

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 accurately
- enable contact to be made with next of kin where needed.
- ensure pensions are provided accurately
- ensure safety of staff and pupils

The lawful basis on which we process this information

We collect and process this information under the Public Task basis.

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 7 years after someone leaves our employment. If the person leaves to work at another school, then records will be passed to the new school. We may keep records for longer if there is a specific reason for doing so.

Who we share this information with

We share this information with:

- White Hills Park Trust
- Nottinghamshire County Council – BMS (payroll), FMS (financial management), OSHENS (Health and Safety Monitoring)
- The Department for Education (DfE)
- HMRC (payroll information)
- Visitor Pod Software
- Bromcom Software
- Papercut (printing monitoring software)
- Emedia (ID badge printing software)
- SAS (Staff Absence Insurance Scheme)
- EVOLVE (Off-Site risk assessments)
- SIMS (Management Information System)

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 – Nottinghamshire County Council

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.

SAS (Staff Absence Insurance)

We share data with SAS under our Public Duty obligation. This is to allow us to fulfil our obligation to provide education

HMRC

We have a statutory requirement to share payroll data with HMRC

Bromcom, VisitorPod, PaperCut, Emedia, Evolve

These programs take a limited amount of non-sensitive data (names), in order to provide a function, enabling us to fulfil our public duty function.

Other

There are also situations where specific data from certain staff is shared with companies in order for them to supply a particular service. If your data is being shared, then you will already know. Examples include: Barclays (School Budget), HSBC (School Fund), and Governor Hub (Governor Information).

Legal Basis for Sharing

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 (2004).

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 James Macdonald at White Hills Park Trust.

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:

Paula Yarnall (School Business Manager)

Dan Gooch (Data Protection Officer)

James Macdonald (Chief Operations Officer at White Hills Park Trust)

Updated August 2023 – J Waring