



Lawdale Junior School

Privacy Notice School workforce

April 2023

(How we use school workforce information)

Lawdale Junior School uses data, collected from the school workforce, to keep contact and provide information, to be able to pay accurately and to demonstrate compliance with employment law and safeguarding procedures.

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

- personal information (such as name, address, telephone numbers employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract and payroll information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as timesheets, number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information – any conditions which may have an impact on work
- Next of Kin – emergency contact
- Photographs

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
- to communicate effectively information regarding work, policies and procedures
- inform the development of recruitment and retention policies
- enable individuals to be paid accurately
- enable the workplace to assess the ability to carry out a role
- complete government workforce census
- to safeguard employees, pupils and other stakeholders
- to ensure and demonstrate compliance with employment laws

The lawful basis on which we process this information

We process this information under:

Article 6 (1)e for compliance with our legal obligation 'Public task' processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Section 537A of the Education Act 1996, statutory requirement by government for Departmental Censuses. Special category data is processed as in accordance with Article 9(2): processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

(Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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.

Photographs of staff will only be used in publications/ websites during the time the member of staff works at the school.

The majority of staff data is kept locked in staff files in the office and must be kept confidential.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- EPM, our personnel provider, personnel details and payroll

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.

EPM Payroll

We are required to share data with our payroll provider to ensure staff are paid accurately and to the correct bank accounts.

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: Ms A Rook (Headteacher) arook.211@lgflmail.org

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:
Ms. A Rook (Headteacher) arook.211@lgflmail.org

If you require more information you may contact the Data Protection Officer