

## Privacy Notice for School Workforce

### Parkside Primary Academy

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called fair processing notices) to individuals where we are processing their personal data.

The school adheres to principles set out in UK-GDPR (General Data Protection Regulation) and the Data Protection Act (2018).

This privacy notice explains how we collect, store and use personal data about individuals we employ or otherwise engage, to work at our school. We are the 'data controller' for the purposes of data protection law. Pioneer Academies Community Trust is the overall data controller.

#### The personal data we process

Personal data that we may collect, use, store, and share (when appropriate) about the workforce includes, but is not restricted to:

- Personal information (such as name, employee or teacher number, national insurance number)
- Characteristics information (such as ethnicity, age,)
- Contract information (such as start date, hours worked, post held, roles and salary details)
- Work absence information (such as number of absences and reasons for them)
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.

This list is not exhaustive, to access the current list of categories of information we process please speak to the school office.

#### Why we collect and use this data

We use workforce data to:

- a. enable the development of a comprehensive picture of the workforce and how it is deployed.
- b. inform the development of recruitment and retention policies
- c. enable individuals to be paid
- d. comply with HMRC and employment legislation

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

Article 6 (1) (c) processing is necessary for compliance with a legal obligation to which the controller is subject, and, 6 (1) (e) 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.

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) to protect the vital interests of the individual
- 9 (2) (f) in the event of legal claims or judicial acts
- 9 (2) (i) as required for purpose of public health (with a basis in law)

## Collecting this information

We collect personal information via the recruitment process including application forms, ID checks and declarations. Workforce data is essential for the school'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 UK 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.

## How we store this data

We hold data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations. For more information on our data retention schedule and how we keep your data safe please refer to the Data Protection policy and Information Security Policy.

## Data sharing

We routinely share this information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- HM Revenue and Customs
- Educators and training providers
- Our regulator - Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors, external survey and research organisations
- Trade unions and associations
- Health authorities
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

## 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 under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce members with the 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 the DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

### Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the school office on [parkside@pioneeract.org.uk](mailto:parkside@pioneeract.org.uk) or the Data Protection Officer - Tim Pinto at The E-Safety Office Ltd ([tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)).

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](https://ico.org.uk)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Tim Pinto ([tpinto@esafetyoffice.co.uk](mailto:tpinto@esafetyoffice.co.uk)) or 01977 232167
- Alternatively you can contact the school office on 01226 722416

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

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How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>