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 or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group, religion
- contract information (such as start dates, hours worked, post, roles and salary information)
- Pre-employment Information (including proof of address, proof of right to work in the UK, childcare disqualification checks, overseas checks, business interests checks, next of kin emergency contact details)
- work absence information (such as number of absences and reasons)
- times signed in and out of the building
- qualifications (and, where relevant, subjects taught)
- medical Information- (including the pre-employment health check report stating if you are fit to work or if there adjustments required, Occupational Health reports, allergy information)
- performance management (this will include targets set, if they were achieved, how they were achieved, statements from you and your line manager regarding performance)
- payroll- (overtime claims, mileage claims, change in scale point, unpaid leave)
- CCTV images

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
- enable a duty of care
- to monitor performance
- to ensure our legal compliance for safeguarding and right to work
- to ensure safety of the school site
- to record staff absence

The lawful basis on which we process this information

We process the above information on the following basis under Article 6 of the GDPR regulations:

- Contractual processing
- Public task
- Consent
Legitimate interest

We process the above special category data on the following basis in compliance with Article 9 of the GDPR regulations:

- Carrying out the obligations and exercising the specific rights of the controller or data subject in the field of employment and social security and social protection law
- Processing is necessary for the establishment of legal claims
- Processing is necessary for the reasons of substantive public interest
- Processing is necessary for the purposes of preventative or occupational medicine
- Explicit consent is given

Collecting this information

We collect personal information via application forms, data collection sheets, occupational health assessments, cctv, fit notes, performance management reviews, and staff contracts.

Workforce data is essential for the school’s / local authority’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 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.

Storing this information

We hold the following types of school workforce data for the following periods of time. Please review our retention policy for more information.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident records- injury at work</td>
<td>Date of incident + 12 years- serious accidents review after 12 years</td>
</tr>
<tr>
<td>Accident reporting</td>
<td>Date of incident + 6 years</td>
</tr>
<tr>
<td>Appraisal/assessment records</td>
<td>Current year + 3 year</td>
</tr>
<tr>
<td>Disciplinary proceedings- Oral</td>
<td>Date of warning + 12 months unless child protection</td>
</tr>
<tr>
<td>Disciplinary proceedings- Written Warning level 1</td>
<td>Date of warning + 12 months</td>
</tr>
<tr>
<td>Disciplinary proceedings- Written warning level 2</td>
<td>Date of warning + 12 months</td>
</tr>
<tr>
<td>Disciplinary proceedings- Final warning</td>
<td>Date of warning + 18 months</td>
</tr>
<tr>
<td>Disciplinary proceedings- case not found</td>
<td>Dispose at conclusion of case –unless child protection</td>
</tr>
<tr>
<td>Management of disciplinary/grievance process (allegation of child protection nature- allegation unfounded)</td>
<td>Until the member of staffs normal retirement age or 10 years from the date of allegation whichever is longer</td>
</tr>
<tr>
<td>Maternity pay records</td>
<td>Current year + 3 years</td>
</tr>
<tr>
<td>Personnel file</td>
<td>Date of leaving plus 6 years</td>
</tr>
<tr>
<td>Records held under retirement benefit scheme</td>
<td>Current year + 6 years</td>
</tr>
<tr>
<td>Records leading up to the appointment of a Head Teacher or other successful staff member</td>
<td>Date of appointment + 6 Years</td>
</tr>
<tr>
<td>Records leading up to the appointment of a new member of staff-unsuccessful candidate</td>
<td>Date of appointment of successful candidate + 6 months</td>
</tr>
<tr>
<td>Scopes</td>
<td>Retention Periods</td>
</tr>
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</tr>
<tr>
<td>School census</td>
<td>Current year + 5 years</td>
</tr>
<tr>
<td>Single central record</td>
<td>Date of leaving + 6 years</td>
</tr>
<tr>
<td>Timesheets</td>
<td>Current year + 6 years</td>
</tr>
<tr>
<td>CCTV recordings</td>
<td>30 days</td>
</tr>
</tbody>
</table>

**Who we share this information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- HSE
- Occupational Health
- PHRP- HR Advisor
- SAS- Schools Advisory Service- Staff Absence Insurance
- Integris- MIS system
- Parents Evening Booking System
- LA ICT

**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.

All data is transferred securely and held by 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.

**HSE**

We would share information with the HSE as part of our legal duty if there had been a reportable accident.

**Occupational Heath**

We will routinely share information with Occupational Heath as part of our duty of care process.
PHRP- HR Advisor

We will routinely share information with PHRP for support on any HR matter.

SAS
We will share medical notes and absence information with our insurers

LA ICT
They may access staff personal basic information to resolve an IT problem on their account

Parents Evening Booking System
This holds basic staff information to enable parents to book on the system.

Integris
This is an MIS system that holds staff information in order to record basic staff information, absence and emergency contacts.

Electronic personal data will be transferred via secure encryption.

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 sar@blackwood.walsall.sch.uk

You also have the right:
- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to 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 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/

For further information on how to request access to personal information held centrally by DfE, please see the ‘How Government uses your data’ section of this notice.

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 Mrs D Price- School Business Manager
Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 7th January 2020

Further information

If you would like to discuss anything in this privacy notice, please contact:

Darren Thorpe Data Protection Officer  dpo@blackwood.walsall.sch.uk

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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 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

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.

**How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you’re entitled to ask the Department:

- 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, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

[https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter](https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter)

To contact the department: [https://www.gov.uk/contact-dfe](https://www.gov.uk/contact-dfe)