



## 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, staff/teacher reference number address and telephone number)
- special categories of data including characteristics information such as gender, age, ethnic group, sexual orientation relevant medical information
- contract information (such as start dates, hours worked, post, roles and salary information, payroll information, bank details, DBS number, medical, disqualification by association information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- right to work in UK information
- qualifications
- training
- appraisal information
- disciplinary information
- next of kin details
- unsuccessful job applications
- references
- staff who leave
- Accident reports
- Sickness records
- Medical questionnaire
- Occupational Health Reports
- Census information
- Single central record

### 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
- Safeguarding the workplace

## **The lawful basis on which we process this information**

We process this information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Census workforce Education Act 1996
- Article 6, and Article 9 (GDPR)
- Article 23 GDPR (Restrictions prevention, investigation and detection of crime)

For regulations relating to the School Workforce Census – see the DfE 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

We follow the guidelines from the DfE relating to Data Storage:

Short After event

PLUS 1 YEAR

Plus 5 YEARS                      Staff leaving the school

Plus 7 YEARS                      Financial Records

Long term records

For further information please contact the school

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- other organisations,
- DBS
- Google Suite
- Online learning resources
- Senior leaders (phone contact details of staff)

## 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.

The Database of Teacher Records is a by product of the administration of the Teachers' Pension Scheme. The provision of data to the scheme is a statutory requirement. It includes teachers and lecturers within educational establishments across England and Wales that are recognised as employers of staff who are within the Teachers Pension Scheme e.g. Local Authorities, Academies, Further Education, Higher Education Establishments, and **accepted Independent Schools** and Function Providers.

## 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>.

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 [office@stalbansindependentcollege.co.uk](mailto:office@stalbansindependentcollege.co.uk)

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:

David Powell, Data Protection Officer: [dpo@sapphireskies.co.uk](mailto:dpo@sapphireskies.co.uk)