



## **Carrington Primary School**

### **Work Force 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, DBS number, proof of qualification, employee or 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)
- performance Management information
- Disciplinary information when necessary.
- CCTV footage –Foundation only

### **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
- inform performance management
- inform any disciplinary procedures
- fulfil Safeguarding requirements
- building security e.g. CCTV in the Foundation Unit
- provide information to the governors to inform policy decisions, provide monitoring information and inform pay decisions
- provide information to OFSTED
- share information about ourselves on our website

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

We process this information under Article 6 C and E and Article 9 B and G of General Data Protection Regulations. The Education act 1996 and Keeping Children Safe in Education 2016

## 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

Sensitive information is held in locked filing cabinets in the school office or the Head Teacher's office. We also hold information on our server which has security protection through Nottingham City IT services. We hold school workforce data for different lengths of time depending on the legal basis for holding the information. Our retention schedule is available on the z drive along with relevant policies or on our website.

## Who we share this information with

We routinely share this information with:

- our local authority (human resources, legal team, payroll, safeguarding team)
- the Department for Education (DfE)
- Nottingham Schools Trust (e.g. names of coordinators)
- school governors
- OFSTED
- some private companies e.g. sports providers
- SAAF (our financial advisors)
- our website

## 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 and safeguarding legislation such as Keeping Children Safe in Education 2016.

### 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.

### Nottingham Schools Trust

We share personal information such as names and work responsibilities when we organise or target training.

### **Governors**

We share information as part of pay committee discussions and feedback to governors about school performance.

### **SAAF**

To enable us to set our budget

## **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 **the Data Protection Officer Naomi Heywood, Claremont School 0115 9156870 or the Head Teacher**

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:

Christine Skeats Head Teacher Carrington Primary School  
Our DPO is: Naomi Heywood, Claremont School 0115 9156870