



## 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, payroll number, address, photograph)
- 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)
- Identification (such as copy of passport, driving licence or birth certificate to demonstrate your right to work in the UK and to satisfy evidence for safe recruitment checks)
- DBS number
- Pre-employment references
- Medical information to demonstrate fitness to undertake responsibilities of the post
- Payroll and pension information (such as deductions, student loan deductions, bank details, salary sacrifice including child care voucher scheme)
- Accidents and incidents in relation to Health and Safety
- Data that shows who is present in our facilities

## 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 and receive benefits
- enable the individual to be performance managed
- enable us to demonstrate we have undertaken statutory checks
- enable us to undertake the workforce census as required by the DfE
- fulfil our obligations under safeguarding and health and safety legislation
- claim from insurance
- enable us to fulfil our obligations regarding statutory returns and audits

## The lawful basis on which we process this information

We process this information under Article 6 & Article 9:

- Legitimate Interest: processing is carried out in the course of the school's legitimate activities
- Contract: the processing is necessary for the contract the school has with the individual
- Legal obligation: the processing is necessary for the school to comply with the law (not including contractual obligations)
- Public task: the processing is necessary for the school to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- For data collection purposes (Departmental Censuses) under 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 staff data in accordance with our Records Management Policy, which can be found: <http://www.asap.org.uk/wp-content/uploads/2018/11/Records-Management-Policy.docx>

We store staff information on the following systems:

- School IP – Staff Performance Management System
- Inentry – Staff sign-in system
- Educational software providers in support of teaching and learning
- SIMS – our school information management system
- Civica/HCSS – the Trust finance and budgeting system
- Groupcall/School Comms – parent communication and payment systems
- CPOMS – safeguarding and behaviour management system
- Egress Switch – to provide encrypted secure file transfer within Microsoft Outlook
- Microsoft Outlook – email communication system
- Microsoft One Drive and Google docs
- Library Software – to enable resources to be shared with pupils
- OSHENS – H&S Accident Reporting

## Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- Other academies within our Multi Academy Trust\*
- HR ONE our Payroll provider
- Scomis – who support us with SIMS
- Peninsula Pensions who process our LGPS Pension Scheme
- Teachers Pensions who process the Teachers' Pension Scheme
- HMRC
- Eden Red who process our child care voucher scheme
- Cycle Scheme – [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)
- Schools Advisory Service who process our absence insurance scheme
- Auditors

## 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.

## 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 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 DfE 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 DfE's data sharing process, please visit:

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

To contact the DfE: <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 your line manager or your Headteacher.

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:

Katie Plant on [kplant@asap.org.uk](mailto:kplant@asap.org.uk) or

Becky Hargreaves – HR Manager – [becky.hargreaves@tedwraggtrust.co.uk](mailto:becky.hargreaves@tedwraggtrust.co.uk)