



Meadowside Community Primary & Nursery School

Privacy Notice (How we use school workforce information)

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
- statutory returns to the Department for Education

The lawful basis on which we process this information

We collect and use workforce information under Article 6.1b, Article 6.1c, and Article 9 2d and 2g of the GDPR.

Article 6.1b – processing is necessary to fulfil our contractual obligations

Article 6 1c - processing is necessary for compliance with a statutory obligation

Article 9 2d - processing is carried out in the course of legitimate activities

Article 9 2g - processing is necessary for reasons of substantial public interest

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, emergency contact details)
- 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)
- bank details for payment
- Health declaration (via Occupational Health PAM service) – this information is not shared with school staff
- Employment history including gaps
- Rehabilitation of offenders
- Staff disqualification declaration
- Right to work in the UK
- References
- DBS documentation including proof of identity
- Staff photographs

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 GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.



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Storing this information

We hold the main personnel file for 6 years from the employment end date. Other data listed above will be held for varying amounts of time dependant on category. For a breakdown of the individual categories, please ask to see a copy of the data retention schedule.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- PAM (occupational health service)
- Cheshire Pension scheme
- SAS (Schools advisory service – staff absence insurance)

Emergency contact details will not be shared outside of the school.

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

Currently our HR provider is Warrington Borough Council. Personal information, absence information and bank details are shared to enable members of staff to receive payment for work provided.

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 of educational attainment.

PAM

Medical information questionnaire is required as part of our vetting and recruitment policy. This is a confidential questionnaire that staff in school do not get access to.

Cheshire Pension Scheme

Where employees have opted into the Cheshire Pension scheme, name, contract information, details of salary and National Insurance number will be shared to enable membership to be activated.

SAS

Name, DOB, details of sickness periods, working hours, role, work email address will be shared as part of being covered on the school insurance. In the event of a sickness claim further details will be shared such as medical condition and sicknote information.

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



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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 Meadowside_BusinessManager@warrington.gov.uk. You must make this request in writing and we may ask for proof of identification before the information is shared with you.

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



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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:

- Business Manager for school – Donna Lowe
- Data Protection Officer for the school - info@wpat.warrington.sch.uk