

PRIVACY NOTICE FOR STAFF

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid.

For the purpose of this Privacy Notice, the term 'staff' will also apply to members and governors.

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, racial or 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);
- * contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency);
- * address information (such as the known contact address to direct correspondence to);
- * payroll information (such as bank account numbers for payment transfers).

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;
- * to contact you directly when you are not on the premises;
- * to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.

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.

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Storing this information

We hold staff data in line with our Data Retention Guidelines.

Who we share this information with

We routinely share this information with:

- * Our Local Authority (LA);
- * The Department for Education (DfE) including through GIAS (Edubase);
- * Office for National Statistics (ONS);
- * Teacher Pensions;
- * Local Government Pension Scheme (LGPS);
- * Companies House.

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 DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding and expenditure.

We are required to share information about our students with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools 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 DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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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>

Office for National Statistics (ONS)

Upon request workforce details are passed to the ONS for including in national statistics.

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 school's **Data Protection Office**, Tom Entwisle - DPO@st-aidans.lancs.sch.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;

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- * 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.

If you have any concerns about the way Saint Aidan's and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113, Monday - Friday 9.00 am – 5.00 pm. Alternatively you can contact our Data Protection Officer, Tom Entwisle, at DPO@st-aidans.lancs.sch.uk.

Author	Mr Tom Entwisle May 2020
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