

## **PRIVACY NOTICE FOR SCHOOL WORKFORCE**

Under Data Protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this by providing Privacy Notices to individuals to make them aware how their personal data is being processed.

This Privacy Notice explains how personal data about **our staff** is collected, used and stored.

Salterns Academy Trust is the Data Controller for the purposes of the Data Protection law.

The categories of school workforce information that we collect, process, hold and share includes but is not restricted to:

Personal information such as:

- Name
- Employee or teacher number
- National insurance number
- Medical information
- Address
- Telephone number including mobile
- Next of kin

Special categories of data including characteristics information such as:

- Gender
- Age
- Ethnic Group

Contract information such as:

- Start dates
- Hours worked
- Post
- Roles
- Salary information
- Bank details

Work Absence information such as:

- Number of absences
- Reasons of absences

Qualifications:

- National qualification certificates gained
- Subjects taught

### ***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
- Safeguarding purposes
- Enable individuals to be paid
- To contact in circumstances of emergencies

- To support in circumstances of absence

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

We collect school workforce information when the law allows us to. Most commonly, it is processed when:

- There is a need to comply with a legal obligation.
- To perform an official task in the public interest.

Less commonly, it is processed in situations where:

- We have asked consent, for a specific purpose.
- To protect the individual's or someone else's interests.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the workforce census) go to <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 a member of staff's data whilst they are employed within the Trust. We will also keep it beyond that time in order to comply with our legal obligations. The Information and Records Management Society's toolkit for Schools sets out how long we keep information about our workforce.

### ***Who we share this information with***

We routinely share this information with:

- The Department of Education (DfE)
- Our payroll provider

### ***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.

Department of Education (DfE): We share personal data with the Department of 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.

Payroll provider: It is necessary to share personal details such as bank accounts, absence and contracts with our payroll provider in order for the correct salary to be paid.

### ***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, please contact the Data Protection Officer (DPO) (Acting), in writing.

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

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:

Mr S Labedz  
Chief Executive Officer  
Salterns Academy Trust  
c/o Admiral Lord Nelson School

Dundas Lane  
Portsmouth  
PO3 5XT

*This privacy notice is based on the Department for Education's model privacy notice for school workforce.*