



## **PRIVACY NOTICE: SCHOOL WORKFORCE**

Hook Infant School is the Data Controller for the use of personal data in this privacy notice.

### **Why do we collect and use personal data?**

The collection and use of the personal data of staff is conducted to allow the school to perform its contractual obligations, official functions, public interest tasks and other legal obligations.

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed and trained
- inform the development of recruitment and retention policies
- enable individuals to be paid
- improving the management of workforce data across the sector
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting and enabling staff training and personal development

### **The categories of school workforce information that we collect, process, hold and share include:**

- personal information (such as name, address, contact information)
- employment details (such as payroll details, employee number, teacher number, national insurance number)
- contract information (such as start dates, hours worked, post, roles)
- work absence information (such as number of absences and reasons)
- qualifications, other relevant achievement or subject records and a history of training or CPD events
- performance information
- information regarding disciplinary or grievance issues

In addition, we may process the following “special category information”:

- relevant health or medical information (such as in respect of absences)
- trade Union membership
- race, ethnicity, religious beliefs, or sexual orientation

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

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of performance of a contract (e.g. contracts of employment, contracts for services etc)
- Where processing is necessary for compliance with legal obligations of the Governing Body (e.g. including but not limited to legal obligations under the Education Act 2002; Education

Act 2005, the School Staffing Regulations 2009; the Employment Rights Act 1996, relevant tax law and other employment law obligations)

- Where processing is necessary for the performance of a task carried out in the public interest or exercise of official authority vested in the Governing Body (e.g. education functions associated with running a school).

**In addition, concerning any special category data:**

- Where processing is necessary for the purposes of carrying out obligations and exercising rights of the school or staff in the field of employment
- Where processing is necessary for reasons of substantial public interest (e.g. connected to the education functions associated with running a school)
- Where processing is necessary for the purposes of preventive or occupational medicine (e.g. where occupational health advice is sought)

**Consent**

In some circumstances, we may ask you for explicit consent to enable us to process your data. However, this will normally only be where there is no other legal basis for us to process this information. Where we rely on consent, you may withdraw your consent at any time.

**Collecting this information**

We collect personal information via application forms, staff contract forms, the Hampshire ESS/IBC systems, etc

Workforce data is essential for the school's and local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

**Storing this information**

We hold school workforce data for the length of employment and for any additional time in accordance with Hampshire's 'School Records Retention Schedule'. For example, main personnel files are kept until the end of employment + 7 years in accordance with The Limitation Act, 1980. The exception to this is in the case of the Independent Inquiry into Child Sexual Abuse (IICSA) where schools have been asked to retain records relating to child protection or accusations of child sexual abuse until further notice.

**Who we share this information with:**

We routinely share this information with:

- Hampshire County Council
- the Department for Education (DfE)

**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.

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.

## **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 following.

For general employment data enquiries, you can contact the school's Business Manager:

**Jayne Lodder**

**Phone: 01256 764487**

**email: [j.purdue@hook-inf.hants.sch.uk](mailto:j.purdue@hook-inf.hants.sch.uk)**

or you can contact the school's Data Protection Officer via the details at the end of this Privacy Notice.

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, or data protection enquiries, subject access requests, or confidential discussions of data protection matters please contact the Data Protection Officer:

Data Protection Officer      Peter West  
Hook Infant School  
Church View, Hook  
Hampshire. RG27 9NR

Telephone:                      01256 764489  
Email:                              p.west@hook-inf.hants.sch.uk