

STAFF PRIVACY NOTICE

FURNESS VALE PRIMARY AND NURSERY SCHOOL

'This policy has been reviewed on 16/03/2022 and has been impact assessed in the light of all other school policies and the Equality Act 2010.'

DATE AGREED	REVIEWED ON	NEXT REVIEW	COMMITTEE	MINUTE NO	SIGNED
24/03/2021	24/03/2021	24/03/2022	Safeguarding	21/6	K.Neild
					R.Waring
					K.Medway
16/03/2022	16/03/2022	16/03/2023	Safeguarding	SFG22/9	L. Nicholls K. Medway L. Forshaw

Privacy notice – how school workforce information is used

What categories of information are processed?

[Use this section to outline all the categories of personal information the school processes relating to the school workforce.]

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, and contact details
- Characteristics information – e.g. gender, age and ethnicity
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught

[Add to the list above any other categories of workforce information you process, e.g. relevant medical information, addresses and other payroll information.]

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's [Data Asset Register](#), which can be found [location of the Data Asset Register](#).

[Updated] Why do we collect and use your information?

[Use this section to state the purposes for which the school collects and processes workforce data and the lawful basis for collecting and processing it.]

We collect and use your information for the following reasons:

[Outline all the reasons for which the school collects and uses workforce data.]

- [To enable the development of a comprehensive picture of the workforce and how it is deployed](#)
- [To inform the development of recruitment and retention policies](#)
- [To enable individuals to be paid](#)

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

[Updated] **[Outline the school's lawful basis/bases for collecting and using personal information for each general purpose you collect and use information – this must include a basis from Article 6 of the UK GDPR (i.e. consent, contract, legal obligation, vital interests, public task, legitimate interests), and one from Article 9 where the data**

processed is ‘special category’ data. You also need to list all the relevant legislation that supports the lawful basis. Relevant legislation for DfE data collections can be found [here](#).]

- For the purpose of [purpose](#) in accordance with the legal basis of [legal basis](#)

[New] For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- [Condition](#)

[Updated] How do we collect your information?

[Use this section to explain how the school usually collects information regarding the workforce.]

We collect your personal information via the following methods:

[Outline all the methods the school usually uses to collect workforce information.]

- [Staff contract forms](#)
- [Medication forms](#)

[Updated] Workforce data is essential for the school’s operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

[Updated] How do we store your information?

[Use this section to explain how the school stores workforce information – including information about data retention and security.]

Your personal information is retained in line with the school’s [Records Management Policy](#), which can be found [link to policy or location where it can be found](#).

For more information about how we securely store your information, please see the school’s [Data and Cyber-security Breach Prevention and Management Plan](#), which can be found [link to policy or location where it can be found](#).

[New] [Also include high-level information about the data security measures in place.]

[Updated] Who do we share your information with?

[Use this section to outline who the school routinely shares data with.]

[Updated] We routinely share your information with:

- The LA, where applicable
- The DfE
- **[New]** The Teachers’ Pensions Scheme, or LA Pension Fund

[Updated] [Outline any other parties with whom the school regularly shares school workforce information with, such as MATs, federations, etc. You also need to explain why you share the data and the lawful basis for doing so in the section below.]

[Updated] Why do we share your information?

[Updated] [Use this section to explain why the school routinely shares information with the parties listed in the previous section. You should list the reasons for the sharing, alongside any relevant legislation that allows information to be shared. You should also state how the data is transferred and provide a link to any data retention policies where they are available.]

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Sharing with the LA

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

Sharing with the DfE

[New] The DfE collects personal data from educational settings and LAs via various statutory data collections.

We are required to share information about you with the DfE under for the purpose of these data collections, under:

[New] [The LA should insert the relevant legislation for their sharing of information with the DfE. You can find relevant legislation for each specific data collection you complete [here](#). An example has been provided for you.]

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

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

How does the government use your data?

[Use this section to explain how the government uses the information the school shares with it.]

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing 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 and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

[New] Pension funds

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the [Teachers' Pension Scheme Regulations](#) or in the [LGPS Pension Regulations](#).

What are your rights?

[Use this section to explain the rights of the school workforce with regard to the information provided to the school – specifically explain how employees can request access to the information the school holds on them.]

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact [name of DPO and their address](#) on [contact details](#).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's [DPO](#) in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

[Use this section only where consent is the lawful basis for processing. If consent is not the identified lawful basis, delete this section.]

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the [DPO](#), [name of DPO](#), on [contact details](#).

[New] Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on [date](#).

How can you find out more information?

[Use this section to detail where employees can access more information about the content of the privacy notice.]

If you would like to discuss anything in this privacy notice, please contact [name of DPO](#) on [contact details](#).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [school website link](#), the Gov.UK [website](#), or download our [Data Protection Policy](#) and [Records Management Policy](#) from [link](#).

Declaration

I, **name of staff member**, declare that I understand:

- The categories of my personal information **name of school** collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and our policies allow the school to do so.
- My information is retained in line with the school's **Records Management Policy**.
- My rights to the processing of my personal information.

Name of staff member:

Signature of staff member:

Date:

For school use only

Date privacy notice last updated:
