



**St Matthew's CofE Primary School
School Workforce Data Privacy Notice**

Privacy Notice - How we use school workforce information

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals employed at our school.

We are the data controller of personal information about you. We are St Matthew's CE Primary School, Duddeston Manor Road, Nechells, Birmingham B7 4JR. Our Data Protection Officer is Sharon French. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email dpo@st-matthews.bham.sch.uk or telephone 0121 359 1602. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

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

- Personal information (such as name, address, email, employee or teacher number, national insurance number)
- Next of kin and emergency contact numbers
- Bank account details, payroll records, National Insurance number and tax status information
- Special categories of data including characteristics information such as gender, age, ethnic group, marital status, religious beliefs and sexual orientation)
- Contract information (such as start dates, hours worked, post, roles and salary information, pension, benefits)
- Work absence information (such as number of absences and reasons)
- Qualifications and employment records (such as work history, job titles, working hours, training records and professional memberships, performance information and, where relevant, subjects taught)
- Reference information
- Copy of driving licence
- Medical information (where this is relevant to support staff in school)
- Photographs for ID card and school website
- CCTV images captured in school
- Data about your use of the school's information and communication systems

We may also hold personal information relating to school workforce for the purposes of managing and operating the school.

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
- Support effective performance management
- Allow better financial modelling and planning
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

The lawful basis on which we process this information

We collect and hold personal information relating to our workforce when the law allows us to.

Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal/statutory obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- Staff have given us consent to use it in a certain way
- We need to protect staffs vital interests (or someone else's interests)

Where staff have provided us with consent to use their data, they may withdraw this consent at any time. We will make this clear when requesting their consent, and explain how they may go about withdrawing consent if they wish to do so.

Some of the reasons listed above for collecting and using personal information may overlap, and there may be several grounds, which justify the school's use of their data.

For example, for data collection purposes (Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

Whilst the majority of information provided 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 staff whether they are required to provide certain school workforce information to us (and if so, what the possible consequences are of not complying), or if they have a choice in this.

Storing workforce data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to their employment.

We keep personal information about school workforce while they are employed at our school. We may also keep it beyond their employment at our school if this is necessary in order to comply with our legal obligations. We hold school workforce data for the periods specified in the Information and Records Management Society's Toolkit for School ([Click here to download a copy from our website](#)).

Who we share this information with

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about staff with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- the Department for Education (DfE)
- Educators and examining bodies
- Our regulator [specify as appropriate, e.g. Ofsted, Independent Schools Inspectorate]
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR, payroll [BCC], finance [DRB] and ID Cards [EdIT]
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Why we share school workforce information

We do not share information about workforce members with any third party without their consent unless the law and our policies allow us to do so.

Department for Education (DfE) and the Local Authority

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. You have the right to make a subject access request with respect to any personal data the school holds about you.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for

- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, **please contact:**

St Matthew's Data Protection Officer at: dpo@st-matthews.bham.sch.uk

Your rights over your personal data

You have a number of rights over your personal information, which are:

- You should be informed about how the School uses your personal data.
- You can request that your personal data is amended if it is inaccurate or incomplete.
- You can request that your personal data is erased where there is no compelling reason for its continued processing.
- You can request that the processing of your data is restricted in certain circumstances.
- You can object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request 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:

**Data Protection Officer at: dpo@st-matthews.bham.sch.uk or
Headteacher - Miss Sonia Thompson on 0121 359 1602**