



Privacy Notice

(How we use workforce information)

The school workforce: those employed to teach, or otherwise engaged to work at our school, including volunteers, contractors and students.

Why we collect and use workforce information

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/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- Improving the management of the workforce across the sector
- Enabling the development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity, gender and disability monitoring
- Supporting the work of the School Teachers' review Body
- Enable individuals to be paid

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

This personal data includes identifiers such as

- name, employee or teacher number, national insurance number, address, contact information, next of kin
- special categories of data including characteristics information such as gender, age, ethnic group, relevant medical information
- Contract and remuneration information (such as start dates, hours worked, posts, roles, salary information, payroll information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)

With regards to GDPR the basis under which we process staff personal data is contractual.

The lawful basis on which we process this information

We process this information under

- The Education Act (various years)
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

For regulations relating to the School Workforce Census – see the DfE website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting workforce information

We collect personal information via application forms and data collection sheet. Workforce data is essential for the school's operational use. 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 workforce information

We hold school workforce data securely for the amount of time shown in our Data Retention Schedule. For more information on our data retention schedule and how we keep your data safe, please visit www.willingham.cambs.sch.uk Safeguarding information is held for the legislative period.

Who we share this information with

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority, (Cambridgeshire County Council). 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. <https://www.cambridgeshire.gov.uk/data-protection-and-foi/information-and-data-sharing/>
- the 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.

In addition, we currently share information with:

- Education Personnel Management (EPM) who facilitate our payroll and personnel services
- Orovia Budget Planning – a service provided by the Local Authority to enable budget planning

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 school's Data Protection Officer, Ian Hoare, Education ICT Service can be contacted on 0300 300 0000 or via office@willingham.cambs.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
- 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/>