



Privacy Notice - How we use school workforce information

This Notice provides information about the processing and use of personal data while you are part of the workforce at Newport Primary School. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations (or GDPR for short).

What is 'personal data'?

'Personal data' relates to any information that identifies you as an individual, and where an individual can be directly or indirectly identified in particular by reference to an identifier, including sensitive personal data.

Who will process my personal information?

Your personal information will be processed by Newport Primary School, as both a data controller, and data processor.

The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction.

Some of your personal information may be processed by companies who act on our behalf or who have a legitimate interest in your information (e.g. Pension providers)

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

- Personal information (such as name, employee or teacher number, national insurance number, staff images)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contact details
- Salary information
- Qualifications
- Absence data
- Personal characteristics, including ethnic groups
- Medical information
- Outcomes of any disciplinary procedures
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Pecuniary interests
- Performance management information
- Criminal background

Why we collect and use this information

We use school workforce data to:

- Enable individuals to be paid
- Facilitate safe recruitment (including DBS checks and disqualification by association)
- Support the effective performance management of staff
- Improve the management of workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equal opportunities monitoring
- Support the work of the School Teachers' Review Body

The lawful basis on which we process this information

Newport Primary School will process your personal information for a range of contractual, statutory or public interest purposes. We process this information under Section 113 and 114 of the Education Act 2005. We also comply with Article 6(1)(b), 6(1)(c), 6(1)(e) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your employment contract), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research).

Collecting this information

We require you to provide us with any information we reasonably ask for to enable us to administer your contract. If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time. We will not use your personal information to carry out any wholly automated decision-making that affects you.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis, and we would therefore require your consent to process it. In order to comply with data protection legislation.

Storing this information

We hold school workforce data for seven years from the date of termination of your employment with us. If there has been an allegation of a child protection nature against a member of staff, including where the allegation is unfounded, this information will be held until the person's normal retirement age or 10 years from the date of the allegation, whichever is the longer, then reviewed. This is in accordance with 'Keeping children safe in education. Statutory guidance for schools and colleges, 2016'.

Who we share this information with

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- Our local authority
- The Department for Education (DfE)
- Xentrall Payroll Services
- Governing Body

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.

- **Xentrall Payroll Services**

We share relevant information with Xentrall Payroll Services to enable individuals to be paid.

- **Governing Body**

We share information with the Governing Body to fulfil contractual obligations.

We will provide references about you to external enquirers or organisations where you have requested or indicated that we should do so. We will include your basic contact details in our internal directory. We also may publish information about you, your role and contact details on our external website.

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it, or unless it is in your vital interests to do so (e.g. in an emergency situation).

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 DfE 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 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 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 DfE'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 Amie Baillie, Data Protection Officer using the contact details overleaf.

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, please contact:

Amie Baillie
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Middlesbrough
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