

Privacy Notice (How we use school 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 categories of school information that we process

These include:

- personal information (such as name, address, employee or teacher number, national insurance number, relevant medical information)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant information regarding safeguarding
- Photographs

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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- allowing better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

The lawful basis on which we process this information

Our lawful bases for processing your personal data for the purposes listed above are as follows:

- **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract. For example: Employed staff have a contract with the school/trust
- **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations). We need to process data to meet our responsibilities under law as set out here: <https://www.gov.uk/government/collections/statutory-guidance-schools> An example of this is 'safeguarding children and young people'
- **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law. Managing a school is considered a 'task in the public interest'. Further details are available here: <https://www.gov.uk/government/collections/statutory-guidance-schools>

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

- Ask for your Consent: the individual has given clear consent for you to process their personal data for a specific purpose. An example of this may be certain uses of photos of you.
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
 - We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
 - We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
 - The data concerned has already been made manifestly public by you
 - We need to process it for the establishment, exercise or defence of legal claims
 - We need to process it for reasons of substantial public interest as defined in legislation
 - We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
 - We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- we need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest. For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

Collecting workforce information

We collect personal information via:

- Staff contact Forms
- Enrolment forms

Workforce data is essential for the school's / 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 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 workforce information

We hold school workforce data for:

- While they are employed
- Up to 6 years plus current year

Who we share this information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

We hold data securely for the set amount of time shown in our data retention schedule.

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.

We may also share information with:

- Ofsted, our regulator
- Suppliers and service providers e.g. payroll provider
- Financial organisations
- Our auditors
- Survey and research organisations
- NHS teams and professionals
- Health and social welfare organisations
- Police forces, courts, tribunals

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- Professional advisers and consultants
 - Charities and voluntary organisations

Transferring Data Internationally

We may share personal information about you with the following international third parties outside of the UK, where different data protection legislation applies:

- Microsoft Cloud services such as Office365

(list any other online software you may use ie google drive etc.)

Where we transfer your personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law. In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

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 Business Manager on 01772 729705 bursar@royalcross.lancs.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 15/12/2023

Contact

If you would like to discuss anything in this privacy notice, please contact:
The School Business Manager on 01772 729705 bursar@royalcross.lancs.sch.uk