



ELM GROVE PRIMARY SCHOOL

Privacy Notice for Staff

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 that we hold about them. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school. We will update it from time to time as required by evolving laws, guidance and practice, informing you directly as far as is reasonably practicable of any substantial changes that affect your rights.

Elm Grove Primary School is the Data Controller for the purposes of data protection law. Our Data Protection Officer is James English.

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

- personal information (such as name, address, employee or teacher number, national insurance number, relevant medical information)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles and salary information)
- recruitment information including Right to Work in the UK documentation, references and health forms
- work absence information (such as number of absences and reasons)
- qualifications and training records
- induction, probation and performance information

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
- facilitate safer recruitment as part of our safeguarding obligations
- enable individuals to be paid
- inform our recruitment and retention policies
- support effective performance management
- allow better financial modelling and planning

The lawful basis on which we process this information

We process this information as

- necessary for compliance with a legal obligation (such as obligation to share school workforce data with HMRC for tax purposes as part of running the payroll; or checking teacher qualifications and processing DBS clearance checks as part of the safeguarding requirements for employment in schools; reporting health and safety incidents)
- necessary to carry out tasks in the public interest (such as recording and sharing school workforce information as part of the operation of the school curriculum and education of pupils)

Collecting this information

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 this information

We retain personal data securely and in line with how long it is necessary to keep for a legitimate and lawful reason. We hold school workforce data in accordance with the retention guidelines in the Information Management Toolkit for Schools, from the Information and Records Management Society, as recommended by Schools ICT Information Governance experts.

Who we share this information with

Occasionally, we share personal information with third parties, such as:

- government authorities (e.g HMRC, DfE, Local Authority, Front Door for Families, Children's Service)
- School Nurse team and other NHS partners
- service providers (e.g school communication providers; Teachers 2 Parents)
- appropriate regulatory bodies (e.g Ofsted, Information Commissioner's Office)
- Capita (SIMS databases)
- Edukey(Provision Map toolkit)
- Meritech (CPOMS Child Protection and Safeguarding management system)
- Other website providers (e.g Testbase (assessment resources /optional SATS papers), Parentpay.

For the most part, personal data collected by us remains within the school and is processed by appropriate individuals only in accordance with access protocols (i.e on a 'need to know' basis).

Particularly strict rules of access apply in the context of medical record sand safeguarding files.

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and 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 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>

Other information we may collect and hold

We may also collect, hold and share the following information:

- Visitor information (such as name, business, car registration, DBS certification, purpose of visit)
- Governors' information (such as name, address, contact information, business interests, financial interests and governance roles in other schools)
- Volunteers' information (such as name, address, contact information, DBS certification)
- Supplier and procurement information (part of financial management and accounting)

Why we collect and use this information

Visitor information is collected so that:

- We have a record of who is and has been in the building, for health, safety and operational purposes
- We know whether a visitor can be unaccompanied in areas where children are present
- We have a record of official visits (such as inspections or maintenance).

Governors' information is collected so that:

- We can communicate with Governors on school business;
- There is a public record of Governors and their business interests.

Supplier information is collected so that

- We can operate our financial management and accounting systems, as part of procurement and confirmation of works, contracts etc and the issuing of payments to suppliers and service providers. It is also an audit requirement to keep records of all accounting processes.

The lawful basis on which we use this information

- Visitor information is processed as a task in the public interest where it relates to school operations and under a legal obligation where it relates to health and safety;
- Governor information is processed as a task in the public interest.
- Supplier information is processed as a task in the public interest.

Collecting this information

- Visitors: As a visitor the information that you provide to us is voluntary, as part of signing in to the school on entrance. However, we may restrict access to the school if the information is not provided;
- Governors: 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 information to us or if you have a choice in this.

- Suppliers: As a supplier, you provide your supplier information to us on a voluntary basis, as part of a procurement process.

Storing this information

We hold school workforce, visitor, governor and supplier data as documented in accordance with the retention guidelines in the Information Management Toolkit for Schools, from the Information and Records Management Society, as recommended by Schools ICT Information Governance experts.

Who we share this information with

We routinely share this information with:

- Visitors: your information will not be shared unless requested by an external agency in the course of a health and safety incident or in a police investigation
- Governors: we will publish the names, business interests, financial interests and governance roles of governors in other schools on the school website
- Suppliers: your financial information will not normally be shared unless requested by an auditing body or in the course of an investigation related to fraud, tax or other financial regulatory concerns.

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: seancopping@elmgrove.brighton-hove.sch.uk (in the first instance)

Or Data Protection Officer (service bought in from Data Protection Education): 0800 0862018 Email: dpo@dataprotection.education

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

Complaints

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. To make a complaint, please contact our Data Protection Officer, James English. 0800 0862018 Email: dpo@dataprotection.education

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 the School Business Manager: seancopping@elmgrove.brighton-hove.sch.uk

Or our Data Protection Officer (service bought in from Data Protection Education): 0800 0862018 Email: dpo@dataprotection.education