



Kings Mill School & Residence

Privacy Notice (How we use 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. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data, and by having a Data Protection Policy.

This notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school. We, Kings Mill School and Residence, are the 'data controller' for the purposes of data protection law. Our school has an appointed Data Protection Officer, whose role is to oversee and monitor the school's data protection procedures, and to ensure that the school is compliant with data protection laws; the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

The categories of school information that we process

These include:

- Personal information (such as name, date of birth, employee or teacher number, national insurance number, marital status)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Next of kin and emergency contact numbers
- Financial information (such as bank details, payroll records, tax status and pension information)
- Recruitment information, including copies of right to work documentation, references, bank details and other information included in a CV or cover letter or as part of the application process
- Criminal records information (including results of disclosure and barring service (DBS) checks and Childcare and workforce barring information)
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information (such as appraisals and performance reviews)
- Medical information (such as medical conditions and doctor information)
- Maternity/paternity pay information
- Work absence information (such as number of absences and reasons)
- Driving licence checks and copies of insurance documents.
- ID photograph
- Accident and incident records
- Outcomes of any disciplinary and/or grievance procedures
- Data about your use of the school's information and communications system
- Exit interview information

Why we collect and use workforce information

We use 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 towards pupils
- Support effective performance management
- Manage absence in line with our attendance at work policies
- Inform the development of recruitment and retention policies
- Enable individuals to be paid and ensure the correct calculation of tax, national insurance and pension contributions
- Liaise with pension providers
- Assist employees with personal development and the development of the school's service
- Ensure the safety and wellbeing of our workforce and pupils
- Carry out our obligations under the Keeping Children Safe in Education in line with our school's policies
- Allow 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

Under the UK GDPR, the legal basis we rely on for processing personal for general purposes include:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- processing is necessary for the performance of a contract to which the data subject is party to or in order to take steps at the request of the data subject prior to entering into a contract and;
- processing is necessary for compliance with a legal obligation to which the controller is subject;

In addition, the legal basis for processing any special categories information is:

- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protections law in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes

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 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.

Collecting workforce information

We collect personal information via:

- Application form
- Staff detail form
- Disclosure and Barring Service (DBS) enhanced check
- Medical declaration/Occupational Health Questionnaire
- Childcare Disqualification Declaration
- Employer/Character References
- Staff Code of Conduct declaration
- Employer Access (teacher checks)
- Driving licence check form and insurance documents
- Wellbeing Survey
- Risk assessments
- Performance Management meetings & records

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 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

Personal data is stored in line with our data protection policy.

We create and maintain an employment file for each staff member and an electronic file. The information contained in these files is kept secure and is only used for purposes directly relevant to your employment. Personal information is also stored in the School's management information system.

Once your employment with us has ended, we will retain this file and delete the information in accordance with our data retention schedule. For further information on this please see the Records Management Policy on the school website.

Who we share workforce information with

We routinely share this information with:

- Our local authority, East Riding of Yorkshire Council
- The Department for Education (DfE)
- Our payroll provider
- Pension schemes
- Information may also be published to the school website – this will not include data of a sensitive nature
- HMRC
- Disclosing and barring service (DBS)
- External education providers when working on their site i.e. Drifffield School

Why we share school workforce information

We do not share information about our 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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE) for the purpose of those data collections under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 for educational attainment.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

External Education providers

We are required to share names of staff and disclosure and barring checks with external education providers whose sites our staff are accessing in line with safeguarding requirements under Keeping Children Safe in Education.

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, please contact the School's Data Protection Officer.

Depending on the lawful basis above, you may also have the rights 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
- a right to seek redress, either through the ICO, or through the courts

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 DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent.

If you change your mind, or are unhappy with our use of your personal data, please let us know by contacting the School's Data protection Officer at kingsmill.specialschool@eastriding.gov.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 December 2024

Contact

If you would like to discuss anything in this privacy notice, please contact the School's data protection office, kingsmill.specialschool@eastriding.gov.uk