

Privacy Notice (How we use school workforce information)

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

- personal information (such as name, employee or teacher number, national insurance number)
- 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)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- emergency contact & medical information
- trade union membership details
- vehicle registration information
- DBS & child protection declarations

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
- to analyse performance
- ensure safeguarding of all persons on the school site

The lawful basis on which we process this information

We collect and use school workforce information, in line with Article 6 and Article 9 of the GDPR. We process this information for a number of legal bases. These include:

- consent has been given for the processing
- processing is necessary for the performance of a contract with you
- processing is necessary for compliance with a legal obligation
- processing is necessary to protect the vital interests of you or another person linked to the school
- processing is necessary to carry out tasks in the public interest
- processing is necessary for the purposes of legitimate interests pursued by the school.

The school carries out an extensive data mapping process in which we analyse and justify: the need and lawful basis to collect information, the manner in which the information is secured and stored, who that information is shared with, and how long we retain that information. On the school website you will find a list of organisations which we share data with – all these organisations confirm that they comply with the appropriate elements of

GDPR. In addition, all members of the school workforce will be asked to complete a document of consent to allow permission for the school to share specific elements of your data to support you during your time at Whitley Bay High School.

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 the General Data Protection Regulation, and where we have no mandatory requirement to gather or use your data, the school will seek your consent for any data we wish to gather and process.

Storing this information

We hold school workforce data for 6 years after the termination of your contract with the school as we have a legal obligation to retain some key data until this point.

Who we share this information with

We routinely share this information with:

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

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.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and local authorities that work in state funded schools. 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. This is requested through a process called 'Subject Access Request'. Please contact the Data Protection Officer for more information on this.

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
- have your data erased – note: while employed at the school we are legally obliged to keep certain data on school workforce – this legal obligation continues for certain time frames once you leave. Data erasure will therefore only be possible where we have no legal basis to keep your data.

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 our Data Protection Officer – Mr Peter Lilley – peter.lilley@whitleybayhighschool.org.