



St Giles School Privacy Notice (Staff)

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, addresses)
- Special categories of data including characteristics information (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles, Enhanced DBS outcomes and salary information)
- Work absence information (such as number of absences, duration and reasons)
- Qualifications (and where relevant, subjects taught)
- Relevant medical 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
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Safeguard children and adults

The lawful basis on which we process this information

We process this information under the Education Act 1996. This information is processed on a legal basis (processing is necessary for compliance with a legal obligation to which the school is subject), a contractual basis (processing is necessary for the performance of a contract to which the member of staff is party to) and a public interest basis (processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested by the 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 General Data protection Regulation, 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 hold school workforce data for seven years after termination of service. The school follows the Information and Records Management Society 'Retention Guidelines for Schools.'

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department of Education (DfE)
- Our payroll provider

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 of Education (DfE) – We share personal data with the Department of 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 of 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.

More information about the data collection requirements placed on us by the Department of Education including the data that we share with them can be found at:

<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 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>

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed.

Requesting access to your personal data

Under data protection legislation, staff have the right to request access to view the information that we hold about them. Requests for access to view your personal information must be recorded in writing. You may make a request verbally by speaking to a member of staff who will record your request.

Alternatively, you may use our Subject Access Request form or write your own letter addressed to the Head Teacher.

Further information is available in our Data Protection policy, copies of which are available upon request or can be downloaded from the school website. For further

queries about the data we hold, please contact the school office on 0208 680 2141 or by email at office@st-giles.croydon.sch.uk

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 collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone: 0303 123 113 or 01625 545 745, or online 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 (DPO) R Simmons Ltd at rsimmonsltd@gmail.com.