



Privacy Notice (How we use workforce information)

The categories of school information that we process

These include:

- Personal information
E.g. Name, employee or teacher number, national insurance number, qualifications
- Contact details
E.g. Home address and telephone numbers, Next of kin and emergency contact numbers
- Employment Administration
E.g. Bank account details, tax status information, payroll details, performance information, outcomes of any disciplinary and/or grievance procedures
- Characteristics information
E.g. Gender, age, ethnic group
- Health
E.g. Medical conditions and sickness records
- Contract information
E.g. Start date, hours worked, post, roles and salary information
- Work absence information
E.g. Number of absences and reasons
- Recruitment information
E.g. Right to work documentation, references and other information included in a CV or cover letter as part of the application process, Photographs
- Acceptable Usage
E.g. data about staff usage of school systems e.g. activity logs
- Photographs

Why we collect and use workforce information

We collect and use workforce data to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention 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 General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Article 6(1)a: Consent confirmation has been obtained
- Article 6(1)b: Processing necessary for performance of a contract with the data subject or to take steps to enter a contract
- Article 6(1)c Processing is necessary for compliance with a legal obligation

- Article 6(1)d Processing Necessary to protect the vital interests of the data subject

There are Special Categories of Information that needs protection due to its sensitivity – this information is likely to include:

- Sexuality and sexual health
- Religious or philosophical beliefs
- Ethnicity
- Physical or mental health
- Trade union membership
- Political opinion
- Genetic / Biometric Data

We process these classes of information based on:

- Article 9(2)a: Explicit consent of the data subject (unless precluded by EU Law)
- Article 9(2)b: Processing is necessary for carrying out obligations under employment, social security or social protection law or a collective agreement
- Article 9(2)c Processing Necessary to protect the vital interests of the data subject
- Article 9(2)h Processing Necessary for purposes of preventative or occupational medicine

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting workforce information

We collect personal information via [explain method of data collection used, for example, staff contracts, contact forms, employment administration 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 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 data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit <http://www.millfields.essex.sch.uk/>

Who we share workforce data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Essex County Council / Local Education Authority (our local authority)
- Department for Education (DfE)

- H.M. Revenue & Customs
- Health and social welfare organisations
- Professional advisors and consultants
- Police forces, courts, tribunals
- Health authorities
- Trade unions and associations

All data transfers are made in compliance with our information classification and handling standards.

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 **Darrin Keeble via email:** dpo@millfields.essex.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 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 you are unhappy with our use of your personal data, please let us know by contacting **Darrin Keeble via email:** dpo@millfields.essex.sch.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 **28th June 2019**.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Darrin Keeble via email:** dpo@millfields.essex.sch.uk **our Data Protection Officer**

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>