

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, address, contact details, 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, salary information)
- salary/payment information (bank account details, tax & NI details, pension contribution details, health insurance contribution details)
- work absence information (such as number of absences and reasons)
- appraisal, grievance and disciplinary records
- qualifications (and, where relevant, subjects taught)
- safeguarding clearance (such as DBS checks)

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, including making appropriate tax, NI, pension and health insurance contributions
- comply with safeguarding, inspection, census and other regulatory requirements

The lawful basis on which we process this information

We process this information under a number of different bases of Section 1. of Article 6 of the General Data Protection Regulation:

(a) The data subject has given consent to the processing of his or her personal data for one or more specific purposes

(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

(c) processing is necessary for compliance with a legal obligation to which the controller is subject

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 hold school workforce data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting requirements. We may retain your personal data for a longer period if we reasonably believe there is a prospect of litigation in respect to our relationship with you.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- the Independent Schools Inspectorate (ISI)
- HMRC
- Pension providers
- Healthcare insurance providers
- Future employers

We may share images of staff on promotional material, on our website, on social media and with other media outlets if we have your prior consent.

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 legally 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 legal basis. This data sharing underpins workforce policy monitoring, evaluation, and the assessment educational attainment.

Independent Schools Inspectorate (ISI)

We share personal data with the Independent Schools Inspectorate (ISI) on a statutory legal basis. This data sharing is required for school inspections.

HMRC

We share personal data with the HMRC on a statutory legal basis. This ensures staff are paying the correct tax rates.

Pension Providers

We may share personal data with pension providers to fulfil a contract you have with them.

Healthcare Providers

We may share personal data with healthcare providers to fulfil a contract you have with them.

Future Employers

We may share personal data with future employers as part of a reference.

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 Bursar's Department.

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 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: dataprotection@birkdaleschool.org.uk