

Thomas Telford School



Privacy Notice School Workforce

May 2022

Introduction

This privacy notice explains how information is collected, processed and managed for the school workforce. That includes employed members of staff, volunteers, including trustees and governors, trainee teachers, apprentices and work experience/workplace placements.

The categories of school workforce information that is collected, processed, held and shared 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)
- Medical information
- Other personal information
- References

Information is used and shared to comply with statutory, regulatory, practice and contractual obligations. These may include, but are not limited to:-

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Paying salaries and pension contributions
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body
- Comply with guidance such as 'Working Together' and safeguarding obligations
- Facilitating good governance
- Internal reviews and quality monitoring
- CPD and staffing issues

If Thomas Telford School are required to comply with other legal obligations not listed above data will be shared only when it is lawful to do so.

The lawful basis on which we collect and process this information

Information that is collected and used about pupils must be in line with the GDPR and Data Protection Act. This means that there must be a lawful reason to collect the data, and that if it is shared with another organisation or individual there must be a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. There are also obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

Whilst the majority of information that is provided to Thomas Telford School is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, it will be stated if this school workforce information is required or if there is a choice to provide it.

Storing this information

The school workforce data is held in accordance with our HR and Retention Policy

Where this information is shared

This information may be shared with organisations such as:

- The local authority
- The Department for Education (DfE)
- Safeguarding and protection for children and vulnerable adults
- Payroll services
- Legal Advisers
- Insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- Training providers
- Health professionals
- Academies within TTMAT

Why school workforce information is shared

Information about workforce members is not shared with anyone without consent unless law and policies allow.

Local authority

Thomas Telford School is required to share information about its workforce members with the local authority (LA).

Department for Education (DfE)

Personal data is shared 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.

Thomas Telford School are required to share information about its school employees with the 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 (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

To find out more about the data collection requirements of the Department for Education including the data that is shared 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 personal data

Under data protection legislation, individuals have the right to request access to information held about them. Requests for personal information can be made by contacting the Headmaster's Professional Assistant.

There is also 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

More details about how data is used and managed can be found in the Data protection Policy and other relevant policies for the School Workforce on the website.