



Privacy Notice: Data Protection Act 1988 (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, 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)
- relevant medical information including acknowledgement of our insurance providers to contact your doctor in order to make relevant sickness claims

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

The lawful basis on which we process this information

We process this information under the Education Act 1996 – this information can be found in the guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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.

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.

Data collection requirements

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

- Informs the DfE's 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.

You can find out more information 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 DfE 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 controls in place regarding access to and use of this information.

The DfE makes decisions on whether they will share personal information with third parties

based on an approval process, where the following areas are considered in detail:

- 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 have access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data;
- For a description of the data it holds about you;
- The reasons it is holding your data and any recipient it may be disclosed to;
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link:

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

What are your rights

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you;
- Restrict our processing of your personal data; e.g. permitting its storage but no further processing;
- Object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics;
- Have your personal data rectified if it is inaccurate or incomplete;
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you;
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing;
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Mrs Charley Tilbury at SBM@hollybush.herts.sch.uk

If you are concerned about the way we are collecting or using your information, please

raise your concern with the school's DPO lead (Mrs Charley Tilbury) in the first instance.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should inform us by contacting Mrs Charley Tilbury at SBM@hollybush.herts.sch.uk

How can you find out more information

If you would like to discuss anything in this privacy notice, please contact Mrs Charley Tilbury.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website or the Gov.uk website or ask for copies of our Data Protection Policy and Records Management Policy.



Please sign the declaration and return to Mrs Charley Tilbury

Declaration

I,, declare that I understand:

- The categories of my personal information Hollybush Primary School collects and uses;
- The school has a lawful basis for collecting and using my personal information;
- The school shares my information with the DfE, LA and other stated organisations;
- The school does not share information about me with anyone without my consent, unless the law and our policies allow us to do so;
- My information is retained in line with the school's Records Management Policy;
- My rights to the processing of my personal information.

Name of staff member _____

Signature of staff member _____

Date _____

For school use only

Date Privacy Notice last updated – September 2022

Signed _____ (Received and filed)

Date _____