

## **Workforce Privacy Notice**

### **Privacy Notice (How we use workforce information)**

#### **The categories of school information that we process**

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, 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
- Payroll information

#### **Why we collect and use workforce information**

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

Under the General Data Protection Regulation (GDPR), the bases we rely on for processing personal information for general purposes are:

- for the purposes of employment in accordance with the legal basis of Article 6 (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;

In addition, concerning any special category data:

- 9 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

#### **Collecting workforce information**

We collect personal information **staff contract/medical 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 speak to Miss Khanam or school group admin drive.

## Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

## Why we share school workforce information

We do not share information about our 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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of statutory data collection under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 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 Miss Khanam

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/>

# Withdrawal of consent and the right to lodge a complaint

## International transfers and processing

We do not process any personal information outside of the European Economic Area.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Miss R Khanam/Mrs R Targett-Adams**

### Who we share information with:

Supplier Name	Privacy Notice held – store URL
Adept /Atomwide (LGfL)	<a href="#">IT Services for Schools (atomwide.com)</a>
Department for Education	<a href="#">Department of Education - Privacy Notice   Department of Education (education-ni.gov.uk)</a>
Every HR	<a href="https://www.weareevery.com/privacy-policy/">https://www.weareevery.com/privacy-policy/</a>
Feeding Hungry Minds	<a href="#">Privacy Statement - ISS UK (issworld.com)</a>
Google Classroom	<a href="https://privacy.commonsense.org/evaluation/Google-Classroom">https://privacy.commonsense.org/evaluation/Google-Classroom</a>
Groupcall (Communication)	<a href="#">Privacy   Groupcall</a>
InVentry (Staff Sign In)	<a href="#">POL003 Privacy-Notice 20190910-002.pdf (inventry.co.uk)</a>
Itrent (LBR Payroll)	<a href="#">iTrent Privacy Notice (bath.ac.uk)</a> <a href="#">University of Bath Privacy Notice</a>
LBR	<a href="https://www.redbridge.gov.uk/about-the-council/privacy-notices/children-s-services/">https://www.redbridge.gov.uk/about-the-council/privacy-notices/children-s-services/</a>
Lexia	<a href="#">Privacy Policy - LexiaUK</a>
O Track (Pupil Tracking)	<a href="#">OTrack - Terms and Conditions of Service (Sample) (optimumotrack.co.uk)</a>
Orbis HR Services	<a href="#">Orbis Partnership - Privacy and cookies</a>
Parago (Asset Management)	<a href="#">Privacy Policy - Parago School Asset Management (paragosoftware.com)</a>
Pinnacle	<a href="#">Privacy &amp; Cookies   Pinnacle Group</a>
Public Health England	<a href="https://www.gov.uk/government/publications/phe-privacy-information/covid-19-privacy-information">https://www.gov.uk/government/publications/phe-privacy-information/covid-19-privacy-information</a>
Ricoh (Reprographics)	<a href="#">Privacy Policy   Ricoh United Kingdom</a>
RM (Integrus MIS)	<a href="#">RM Integrus - meeting GDPR compliance (rmplc.com)</a>
RM Finance	<a href="#">RM plc - GDPR across the RM Group</a>
SAS (Staff Insurance)	<a href="#">PrivacyPolicy.pdf (schooladvice.co.uk)</a>
Team Prevent (Occupational Health Services)	<a href="https://tphealth.co.uk/privacy-statement/">https://tphealth.co.uk/privacy-statement/</a>
Teams	<a href="#">Microsoft Privacy Statement – Microsoft privacy</a>
Zoom	<a href="#">ZOOM PRIVACY STATEMENT - Zoom</a>