



November 2024

Privacy Notice (How we use workforce information)

Under data protection laws, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how the academy collect, store and use personal data about individuals employed, or otherwise engaged, at the academy.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the academy to share the personal data. Where the academy outsources data to a third-party processor, the same data protection standards that the academy upholds are imposed on the processor.

We, St John's (CE) Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection office is Tim Pinto (see 'Contact' below).

The categories of school information that we process

These include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles, DBS, Right to Work in the UK and salary information)
- work absence information (such as number of absences and reasons)
- medical/injury information
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- bank details
- photographs and videos

This list is not exhaustive; to access the current list of categories of information we process please contact admin@stjohnsacademyclifton.co.uk

Why we collect and use workforce information

We use workforce data to:

- enable individuals to be paid
- facilitate safe recruitment
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- support effective performance management
- allow better financial modelling and planning
- enable ethnicity and disability monitoring

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- improve the management of workforce data across the sector
 - support the work of the School Teachers' Review Body

The lawful basis on which we process workforce information

The academy will use a lawful basis to collect and use personal data. Most commonly, the academy will use it where it needs to:

- fulfil a contract entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Less commonly, the academy may also use personal data where:

- you have given us consent to use it in a certain way
- the academy needs to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information overlap, and there may be several grounds which justify the academy's use of your data.

Collecting workforce information

We collect personal information via staff contract forms.

Workforce data is essential for the academy'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 UK-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

The academy will create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. We hold data securely for the set amount of time shown in our data retention schedule. Once your employment has ended, the academy will retain this file and delete the information in accordance with our data retention policy.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, the academy will shred paper-based records or incinerate paper-based records and override electronic files. The academy may also use an outside company to safely dispose of electronic records.

Who we share workforce information with

We routinely share this information with:

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

Personal data of employees, parents or visitors to the academy may be shared with NHS / Public Health Agencies in the event of a serious medical or health incident.

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)

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 school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

The academy also uses various systems, such as assessment and reporting software, communication systems and curriculum software that may process personal data. As the data controller the academy will ensure that processors meet and uphold the required data protection standards. An up-to-date list of these third parties can be requested from the academy office.

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 academy office at admin@stjohnsacademyclifton.co.uk / academy Data Protection Officer, Tim Pinto, at tpinto@esafetyoffice.co.uk).

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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

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 admin@stjohnsacademyclifton.co.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 22.11.2024.

Contact

If you would like to discuss anything in this privacy notice, please contact:

- Mrs R Townsend, Interim Principal, Data Controller, or
- Tim Pinto, Data Protection Officer (contacts as above)

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>