



# Barry Primary School

## GDPR Privacy Notice – School Workforce

### Information for staff, students and volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. At Barry Primary School comply with this right by providing 'privacy notices'. This privacy notice explains how we collect, store and use personal data about the **school workforce**.

### How we use school workforce information

We process personal data relating to those we employ to work at, or otherwise engage to work at the school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

### The categories of school workforce information that we collect, process, hold and share 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)

### 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
- comply with safer recruitment guidelines
- administer school property
- support staff training
- provide appropriate pastoral care
- assess the quality of services
- comply with the law regarding data sharing
- improve the management of workforce data across the sector
- allow better financial modelling and planning

- enable individuals to be paid
- enable ethnicity and disability monitoring; and
- to support the work of the School Teachers' Review Body

### **The lawful basis on which we process this information**

We collect and process school workforce information in order to meet legal requirements and legitimate interests set out in the GDPR and UK Law, including those in relation to

- Article 6 and Article 9 of the GDPR
- Education Act 1996

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools> <sup>[1]</sup> <sub>SEP</sub>

### **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 staff data securely whilst you are employed by the school.

If you leave our employment your file and electronic records are kept securely and disposed of in line with IRMS retention schedules: <https://irms.site-ym.com/page/SchoolsToolkit>

Any other data required for legal purpose (and compliance with Ofsted audits of the school) will remain on file and archived.

### **Who we share this information with**

We routinely share this information with:

- The local authority
- The Department for Education (DfE) and central government
- Education, training, careers and examining bodies
- School staff and boards
- Family, associates and representatives of the person whose personal data we are processing
- Financial organisations
- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers

- Security organisations
- Press and the media
- School trips organisations
- TEFAT The Elliot Foundation Academy Trust

## 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.

We are required to share information about our school employees with our 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 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 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>

## What are your rights?

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 either of the named contacts below.

The school will, on an annual basis, share individual Data Collection Sheets with you in order to ensure that our records are accurate and up to date. If any information changes in the meantime please let us know.

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
- 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 request 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/>

## Contact

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

Mrs Anne Smith - Headteacher

[head@barry.northants-ecl.gov.uk](mailto:head@barry.northants-ecl.gov.uk)

Mrs Nicola Smith - Business Manager

[bursar@barry.northants-ecl.gov.uk](mailto:bursar@barry.northants-ecl.gov.uk)