



# Wales HIGH SCHOOL

HEADTEACHER: MR. G. DI'IASIO

April 2018

Dear Colleague

## **Privacy Notice – 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, employee or teacher number, national insurance number, address, next of kin, contact details)
- special categories of data including characteristics information such as gender, age, ethnic group and DBS clearance
- contract information (such as start dates, hours worked, post, roles and salary information)
- payroll information (such as bank details, tax code, student loan deductions, pension contributions)
- work absence information (such as number of absences and reasons)
- qualifications (and where relevant, subjects taught)
- relevant medical information
- appraisal 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 in line with recognised, national terms and conditions of employment
- ensure our policies and processes are consistently and fairly adhered to

We have to state the lawful bases upon which we process school workforce information which are

- consent – clear consent has been given for us to process personal data for a specific reason
- legal obligation – the processing is necessary for us to comply with the Education Act 1996
- special category condition – personal data which is more sensitive and so needs more protection

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 the General Data Protection Regulation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

We hold workforce data information for 7 years after the termination of employment. We routinely share this information with

- the DfE
- our financial and internal HR systems in order to process payroll
- HMRC, pension providers and where you have requested individual deductions from your salary, those third parties with whom deductions are paid to (such as Westfield Health, Union etc)

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. 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. We share information with our financial systems, HMRC, pension providers and other third parties in order to process salaries in accordance with individual terms and conditions of contract.

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 DfE, 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 schools 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, go to <https://www.gov.uk/contact-dfe>

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 Carol Brookes, [cbk@waleshigh.com](mailto:cbk@waleshigh.com)

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; and
- 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 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/>.

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

Carol Brookes, HR/Finance Manager on 01909 771291, ext 200 or [cbk@waleshigh.com](mailto:cbk@waleshigh.com)