



# NORMAN STREET PRIMARY SCHOOL

## PRIVACY NOTICE FOR STAFF

(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, address, national insurance number, next of kin, car)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Relevant medical information
- Contract information (such as start date, hours worked, post, roles and salary information, pensions, trade union membership)
- Recruitment checks, i.e. Disclosure and Barring Certificate, references, offences and alleged offences
- Bank account details and other payroll information
- Work absence information (such as number of absences and reasons)
- Qualification (and, where relevant, subjects taught).

### **Why we collect and use workforce 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

**Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing personal information for general purposes**

**To process a piece of personal data we must satisfy at least one condition for the lawful processing of personal data from Article 6 of the GDPR**

To process the personal data of our staff we generally rely on 6(1)(b), i.e. to employ them and provide training, uniform, pay etc. Some pieces of data are processed for other reasons. For example, we use their national insurance number for tax purposes relying on 6(1)(c); we hold their next of kin data relying on 6(1)(d); and we use their image relying on 6(1)(a).

**To process a piece of sensitive personal data we must satisfy at least one condition for the lawful processing of special categories of data from Article 9 of the GDPR.**

To process the sensitive personal data of our staff we rely on 9(2)(b) to check their criminal history before employing them; 9(2)(h) to use their health information to protect them at work; 9(2)(a) to share their health information with support services; 9(2)(i) to report on their health to Public Health England (PHE) or the Health & Safety Executive (HSE) as required; and 9(2)(f) to retain accident and ill-health information in case of a claim for compensation.

## **Collecting workforce information**

We collect personal information via staff contract forms and school MIS.

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 school workforce data securely for the set amount of time shown in our data retention schedule. This is in line with the Information and Records Management Society (IRMS) Records Management Toolkit for Schools (Rev 2016).

## **Who we share workforce information with**

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE)
- Driven Employee HR and Pensions
- North Yorkshire our payroll provider
- HMRC
- Local Government Pension (Your Pension Service)
- Occupational Health
- Insurance companies

## **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 Department for Education (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.

## **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

## **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.

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

## **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 Mrs K Richards, Acting Deputy Headteacher (Data Controller), Norman Street Primary School, Norman Street, Carlisle CA1 2BQ, [office@normanst.cumbria.sch.uk](mailto:office@normanst.cumbria.sch.uk), 01228 210168.

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;
- 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/>

## **Further information**

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

Mrs K Richards, Acting Deputy Headteacher (Data Controller), Norman Street Primary School, Norman Street,  
Carlisle CA1 2BQ, [office@normanst.cumbria.sch.uk](mailto:office@normanst.cumbria.sch.uk) 01228 210168.