



Date and Privacy Notice

How we use school workforce information including visitors

This privacy notice has been written in conjunction with KCSIE 23 and safer recruitment policy and procedures 2023.

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) and ongoing CPD training.

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.
- enable individuals to be paid.
- to comply with Ofsted and DfE legislation

The lawful basis on which we process this information

We process this information under for data collection purposes (Departmental Censuses) is the Education Act 1996.

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 school workforce data for 6 years after which it is destroyed. The school will keep information on staff if there has been a disciplinary regarding safeguarding, relevant information would then be kept for 50 years.

Who we share this information with

We share this information with:

- the Department for Education (DfE)
- Ofsted

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.

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

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>

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 Head of Pastoral Care and Safeguarding Kerry Williams or Data Protection Officer Craig Stilwell, Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE. E: dataservices@judicium.com. T: 0203 326 9174

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/>

Policy written by Kerry Williams – Head of Pastoral Care and Safeguarding
Approval body: LVBS Trustees
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