



THE NEW GUILD TRUST

GDPR Privacy Notice Workforce

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Alexandra Infants' School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	
Date of Board / Academy Committee Approval	
Chair of Board / Academy Committee	
Signature	
Accounting Officer	
Signature	
Policy Review Period	12 months
Date of Policy Review	Dec 2021

Version Control			
Version	Date Approved	Changes	Reason for Alterations (From and To)
V1	Dec 20		Initial policy

GDPR Privacy Notice for the School Workforce

The School Workforce

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and governor, trainee teachers, apprentices and work experience/workplace placements.

Who processes your information?

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, which is the School Business Manager can be contacted on 01782 235505 or office@alexinfants.co.uk

SBM Services (UK) Ltd are the Data Protection Officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the UK General Data Protection Regulation (UK GDPR). The Data Protection Officer can be contacted on 01206 671103.

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)
- medical information
- other personal information
- references

This list is not exhaustive.

Why we collect and use this information

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring

- CPD and staffing issues.

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

The lawful basis on which we process this information

We must make sure that information we collect and use about our workforce is in line with the UK GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so. The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the UK GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

We collect personal information via staff contact forms.

Workforce data is essential for the school's operational use. 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 and we will tell you what you need to do if you do not want to share this information with us.

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit:

https://www.newguildtrust.co.uk/wp-content/uploads/2020/12/NGT-Records_Management-Policy-December-2020.pdf

Who we share this information with

We routinely share this information with:

- our Local Authority
- the Department for Education (DfE)
- safeguarding and protection for children and vulnerable adults
- payroll services
- legal advisers
- insurance providers
- HMRC
- Teachers' Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- health professionals
- within our MAT

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) via various statutory data collections. 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.

All data is transferred securely and held by the 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 of this privacy notice.

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 **SBM Services Ltd, contact number 01206 671103**.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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 **Emma Searl (CFO)**.

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 **July 2021**.

Further information

If you would like to discuss anything in this privacy notice, please contact **Mrs. Emma Searl, Administrator - Alexandra Infants' School**.

More information about Data Protection and our Policies

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

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>.



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Declaration and Signature of Applicant

I, _____, declare that I understand:

- Alexandra Infants' School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Alexandra Infants' School requires.
- Alexandra Infants' School may share my data with the DfE, and subsequently the LA.
- Alexandra Infants' School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with The New Guild Trust Records Management Policy.
- My rights to the processing of my personal data.

Name of Staff Member: _____

Signature of Staff Member: _____

Date: _____