

# Lozells Privacy Notice (How we use 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)
- 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)
- payroll information (such as rate of pay, pay scales, increments and responsibility points)
- emergency medical information and contact information for emergencies
- appraisal and performance information
- declarations of overseas work and Childcare Disqualification (where relevant)
- Occupational Health Medical clearances/checks

## Why we collect and use workforce information

We use 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
- maintain a high-quality workforce
- enable wellbeing of staff
- provide access to learning support and communication tools provided by the school (Century, Mathletics, Balance)
- ensure Safer Recruitment and local authority procedures are followed

## The lawful basis on which we process this information

We collect and use pupil information under Article 6 of the General Data Protection Regulation, specifically;

- a. Consent: you have signed consent for us to process data for a specific purpose**
- c. Legal obligation: the processing necessary for us to comply with law**
- d. Vital interests: the processing may be necessary to protect someone's life**

**e. Public Task: the processing is necessary for our function of a school (the vast majority of the data we process)**

We also process special category data as set out in Article 9 of the General Data Protection Regulation, specifically;

**b. processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject**

## 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 data for a set amount of time depending on the nature of the information;

- 1. Short term need (whilst in our employment)**
- 2. Long term need (up to 5 years after you have left)**
- 3. Very long-term need (indefinitely)**

Data Retention Examples	
1. Short Term	Emergency contacts, medical needs
2. Long Term	Personal information, contact details, payroll information, appraisal/performance information, attendance information
3. Very Long Term	Details of any safeguarding concerns relating to children or vulnerable adults.

## Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- HR Payroll
- Learning software providers and Office365

## Why we share school workforce information

We do not share information about our 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

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.

### Department for Education

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>

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 the **Head teacher**

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/>

## Further information

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

Avnish Dhesi