



## **Privacy Notice (How we use school workforce information)**

This Privacy Notice takes into account the new data privacy law that was introduced in the UK on the 25<sup>th</sup> May 2018. It outlines how we use and protect your information.

### **What categories of school workforce information do we collect, process, hold and share?**

- 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, faith)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as absence history, number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- proof of identification
- Disclosure and barring information
- relevant medical information (such as allergies, specific conditions, medical and self-certificates, maternity and occupational health clearance)
- address and contact details for staff and next of kin
- pay and pensions information
- biometrics (where appropriate for accessing school canteen services)
- recording of some live lessons to students (please refer to your school's Remote Education Policy for further information)

### **Why do 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
- uphold equal opportunities
- fulfil employer's requirements for safeguarding checks and proof of eligibility to work in the UK
- retain evidence of eligibility for statutory entitlements
- confirm fitness for post
- provide a duty of care to employees
- for budgetary purposes

Chair of The Board of Directors: Mr Paul Concannon

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### **The lawful basis on which we process this information**

We process this information under the Education Act 1996 and the UK General Data Protection Regulation including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'.

### **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 the time that is specified in the schools' own current records and retention policy.

### **How we share school workforce information**

We routinely share this information with:

1. Our local authority [LADO]
2. The Department for Education (DfE)
3. OFSTED
4. The Diocese
5. Our payroll provider
6. Teachers' Pensions / Oxfordshire LGPS
7. MEDIGOLD or PAM OHIO (Occupational Health and pre-employment health questionnaires)
8. Financial auditors
9. Single Central Register - [SCR Tracker](#)

We may share information from time to time with other third parties. However, we do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

- 1. Local authority** [in the capacity of Local Area Designated Officer- LADO]  
We have a legal duty to provide information relating to safeguarding, to the LADO as and when required. This may or may not include workforce information.
- 2. 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 of 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.

### **Data collection requirements**

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

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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

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 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>.

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>

### **3. OFSTED**

The Office for Standards in Education is a Government organisation linked with DfE. Information is shared on a Legal basis in order for them to assess the level of education provided against national standards. (Public task)

### **4. The Diocese**

Information is shared on a contractual basis as the employer, (Public task) – running a faith school.

### **5. Our payroll provider**

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Payroll and personal data shared monthly in order to fulfil contractual requirements to pay staff, confirm eligibility to work in the UK and uphold legitimate interests of third parties

such as Inland Revenue, DW+P, Teachers Pensions and LGPS.

**6. Teachers' Pensions / Oxfordshire LGPS**

Payroll and employment information is shared on a contractual basis in order to provide a workplace pension and on a legal basis for annual returns and carrying out the requirements of service as an employer.

**7. MEDIGOLD or PAM OHIO (Occupational Health and pre-employment screening)**

Information is shared on a contractual basis and consensual basis to manage sickness absence and protect the interests of staff. Where we require consent, we request it directly from you.

**8. Financial Auditor**

It is necessary to share payroll and contract information in order to ensure that we are adhering to our legal and contractual obligations.

**9. SCR Tracker**

The single central record, or register, is a store of information where institutions record details of staff pre-employment checks in order to comply with safer recruitment standards. The single central record is a statutory requirement.

The SCR Tracker saves valuable time and automates manual tasks you would normally do on excel, as well as ensuring you are fully compliant and up to date with the latest safeguarding guidelines.

**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 Principal / Head in the first instance via email:

Blessed George Napier (Banbury)	<a href="mailto:head.4600@bgn.oxon.sch.uk">head.4600@bgn.oxon.sch.uk</a>
St Joseph's (Banbury)	<a href="mailto:headteacher.3825@st-josephs-banbury.oxon.sch.uk">headteacher.3825@st-josephs-banbury.oxon.sch.uk</a>
Holy Trinity (Chipping Norton)	<a href="mailto:head.3420@holy-trinity.oxon.sch.uk">head.3420@holy-trinity.oxon.sch.uk</a>
St Joseph's (Carterton)	<a href="mailto:principal@sjc.oxon.sch.uk">principal@sjc.oxon.sch.uk</a>
St John's (Banbury)	<a href="mailto:head.3350@st-johns-banbury.oxon.sch.uk">head.3350@st-johns-banbury.oxon.sch.uk</a>
St Gregory the Great (Oxford)	<a href="mailto:l.caldwell@stgregoryoxford.org.uk">l.caldwell@stgregoryoxford.org.uk</a>
St Joseph's (Thame)	<a href="mailto:head@st-josephs.oxon.sch.uk">head@st-josephs.oxon.sch.uk</a>
Our Lady of Lourdes (Witney)	<a href="mailto:principal@ololwit.org.uk">principal@ololwit.org.uk</a>
Our Lady's (Cowley)	<a href="mailto:tdavies@ourladyscowley.co.uk">tdavies@ourladyscowley.co.uk</a>
St John Fisher (Littlemore)	<a href="mailto:principal@stjohnfisher.co.uk">principal@stjohnfisher.co.uk</a>
St Thomas More (Kidlington)	<a href="mailto:head@stthomas-more.org.uk">head@stthomas-more.org.uk</a>

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Under the law you may have the right to restrict processing of your data. However, this is not an absolute right and it depends on the lawful basis on which the data was collected. Under the GDPR you may 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, to make a complaint, please contact our Data Protection Officer:

DPO Service Provider SchoolPro TLC

Primary Contact:

Richard Morley

M: 07779235911

E: [rmorley@schoolpro.uk](mailto:rmorley@schoolpro.uk)

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