

The Federation of Boldmere Schools

Privacy Notice (How we use workforce information) – January 2023

We, the Federation of Boldmere Schools are a data controller for the purposes of UK General Data Protection Regulation (UK GDPR). Under data protection law, individuals have the right to be informed about how the school uses any personal data that we may hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use this data about the individuals we employ, or otherwise engage with to work at our school.

Our Data protection Officer for the Federation of Boldmere Schools is our Executive Head teacher Mr C.Glasgow.

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- contact details including next of kin and emergency contact numbers
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons), relevant medical information
- qualifications (and, where relevant, subjects taught) and employment records, including work history, job titles, working hours and training records
- bank account details and payroll records
- recruitment information including copies of right to work documentation, references and all other safer recruitment information included in a personal statement, applications form or as part of the application process
- performance management information and outcomes
- outcomes of any disciplinary and/or grievance procedures
- data about your use of the school's information and communication system

This list is not exhaustive and is always subject to review as updates may be made as and when needed.

Why we collect and use workforce information

The purpose of processing this data is to help us run the school effectively and manage our workforce accordingly.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) support the wellbeing and health of staff
- e) facilitate all safer recruitment requirements, as part of our safeguarding obligation to pupils
- f) support the management of effective performance in our schools
- g) inform our recruitment and retention policies
- h) allow better financial planning

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

- to fulfil the contract that the school has entered into with you
- to comply with the legal obligation and duty to safeguard pupils effectively
- to carry out a task in the interest of the public
- to ensure that we meet all lawful bases that are required in relation to UK GDPR

Collecting workforce information

We collect personal information via application forms, staff contract forms and all internal induction processes.

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 UK 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 data securely for time that you are employed at our schools, we create and maintain an employment file for all staff. The information contained in this file is kept securely and is only used for the purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in accordance with IRMS guidelines.

Who we share workforce information with

Where it is legally required, or necessary (and it complies with data protection laws) we may share personal information about you.

If applicable, we will routinely share this information with:

- our local authority, Brimingham City Council
- the Department for Education (DfE)
- our regulator – Ofsted
- suppliers and service providers
- health authority/occupational health
- the Full Governing Board for the Federation of Boldmere Schools

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 (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 children and young people with the Department for Education (DfE) for the purpose of those 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 the Department for Education (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.

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 DPO – Mr C.Glasgow

You also have the right to:

- to ask us for access to information about you that we hold
- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- object to decisions being taken by automated means
- 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
- in certain circumstances, have inaccurate personal data, rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO or 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

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 the DPO – Mr C.Glasgow

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 January 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact: Mr C. Glasgow

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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 the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 for Education (DfE): <https://www.gov.uk/contact-dfe>