

Privacy Notice for the School Workforce

OUR SCHOOL PRAYER:

What does the Lord ask of you?

To act justly, to love mercy and to walk humbly with your God.

Micah 6vs.8

Privacy notice – how school workforce information is used

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian vision:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

What categories of information are processed?

The categories of personal information that we process include the following:

- personal information – e.g., name, employee or teacher number, National Insurance number
- characteristics information – e.g., gender, age, ethnic group
- contract information – e.g., start date, hours worked, post, roles and salary information
- work absence information – e.g., number of absences and reasons for absence
- qualifications and, where relevant, the subjects taught
- medical information – e.g., medical conditions, access arrangements, treatments where relevant

This list is not exhaustive – to access the current list of categories of information the school processes, please ask the Assistant Headteacher, Facilities and Resources to access the school's Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- to enable the development of a comprehensive picture of the workforce and how it is deployed
- to inform the development of recruitment and retention policies
- to enable us to meet our contractual and legal obligations
- to enable us to maintain accurate and up-to-date employment records
- facilitate safe recruitment, as part of our safeguarding obligations towards students
- to support effective performance management in line with the school's statutory duty
- to enable ethnicity and disability monitoring
- to allow better financial modelling and planning
- to support the work of the School Teachers' Review Body

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 satisfy our legal obligations and statutory duties as your employer
- to carry out a task in the public interest or in the exercise of official authority in our capacity as a school
- to meet our contractual obligation in relation to your statement of employment contract with us

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3 of [UK GDPR Article 9](#)

How do we collect your information?

We collect your personal information via the following methods:

- staff contract forms
- data collection forms
- medical forms

Workforce data is essential for the school's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the 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.

How do we store your information?

Your personal information is retained in line with the school's Records Management Policy, which can be found on the staff resource website.

For more information about how we securely store your information, please see the school's Cyber Response and Recovery Plan. Please ask the Assistant Headteacher, Facilities and Resources to access it.

Who do we share your information with?

We routinely share your information with:

- Shireland Learning Limited HR Services
- the LA, where applicable
- the DfE

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Sharing with the LA

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Sharing with the DfE

The DfE collects personal data from educational settings and LAs via various statutory data collections.

We are required to share information about our school employees with the DfE section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following the link below:

<https://www.gov.uk/government/publications/security-policy-framework>

How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- informs the DfE's 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

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The 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 and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- who is requesting the information
- the purpose for which the information is required
- the level and sensitivity of the information requested
- the arrangements in place to securely store and handle the information

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- if it processes your personal data
- for a description of the data it holds about you
- the reasons it is holding your data and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

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

If you want to request access to the personal information we hold about you, please contact Chenille Tennant, DPO, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Chenille Tennant, on 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 30th of September 2024.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Chenille Tennant, on 0121 296 3000 or by email at chenille.tennant@sipseducation.co.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.st-michaels.sandwell.sch.uk/>, the GOV.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy and Records Management Policy from the staff resource website.