

Privacy Notice (How we use workforce information)

The categories of information that we process include:

These include:

- Personal information (such as name, employee or teacher number, national insurance number)
- 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)
- qualifications (and, where relevant, subjects taught)
- Special category data, such as medical information, race, religion and sexual orientation
- Address of staff members
- Performance management information
- Identification (held centrally by the MAT)
- Right to work in the UK documentation (held centrally by the MAT)
- Any disciplinary information
- Emergency contact details
- Occupational health information

Why we collect and use workforce information

The purpose and lawful basis for processing the above information is to allow school to run effectively and according to requirements, keeping staff and pupils safe at all times.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics

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

- Ensuring the effective operation of the school
- Ensuring the safety of both pupils and staff
- Processing is necessary for compliance with a legal obligation to which the controller is subject (Article 6 GDPR)
- Processing is necessary in order to protect the vital interests of the data subject or of another natural person (Article 6 GDPR)

Collecting workforce information

We collect personal information via new starter forms and File Maker software.

Workforce data is essential for the school'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 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 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://irms.org.uk/page/SchoolsToolkit>

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- our Multi Academy Trust
- the Department for Education (DfE)

Why we share 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.

Department for Education

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 workforce with the Department for Education (DfE) for the purpose of those data collections, under:

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 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 Chris Headdock – Business & Operations Manager.

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 Chris Headdock (Christopher.headdock@newbridgegroup.org).

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 26th May 2022.

Contact

If you would like to discuss anything in this privacy notice, please contact: Chris Headdock (Christopher.headdock@newbridgegroup.org).

How Government uses your data

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

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care policy

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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

Sharing by the Department

The Department may share information about 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 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 contact the department: <https://www.gov.uk/contact-dfe>