

# Privacy Notice (how we use school workforce information)



At The Gosforth Federated Academies Ltd we collect information from people employed to teach, or otherwise engaged to work at the Trust.

## **The categories of school workforce information that we collect, hold and share include:**

- Personal information (such as name, address, employee or teacher number, national insurance number, next of kin);
- 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);
- Medical information (such as medical conditions about which the Trust needs to be aware);
- Qualifications (and, where relevant, subjects taught);
- CCTV footage and photographs;
- Biometrics (fingerprints to process school meal payments).

## **Why 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;
- to inform the development of recruitment and retention policies;
- to enable individuals to be paid;
- to meet statutory requirements in relation to safer recruitment and keeping children safe;
- to meet statutory requirements in relation to health and safety, including the prevention and detection of crime;
- to meet statutory Teachers' Standards and Education Regulations;
- to meet legislative government reporting requirements in relation to the annual workforce census.

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

We collect and use school workforce information under the UK General Data Protection Regulation (UK GDPR). Under this European rule we collect and use the information we gather to allow the Trust to complete its public task in providing education to pupils under Article 6 of the GDPR. The processing is necessary for the Trust to perform its functions to pupils and parents.

There will also be occasions when we need to collect sensitive information, for example, such as ethnicity, and medical conditions. The processing of this information is necessary to allow the Trust to carry out its obligations under Article 9 (2) of the GDPR. This primarily includes the following GDPR conditions for processing special category data that 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...;*

*...is necessary for reasons of substantial public interest, on the basis of Union or Member State law...;*

*...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...;*

In some circumstances your consent will be required and this will be used as the lawful basis for collecting information. This might include the use of photographs not for direct educational or management purposes, or biometrics, for example. On these occasions we will let you know when your explicit consent is required.

### **Collecting school workforce information**

Whilst the majority of information you provide us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice.

### **Storing school workforce data**

We do not hold school workforce data for longer than is necessary. The Trust has a Records Retention and Management Policy that identifies retention periods for keeping different types of workforce information and how it is disposed of at the end of the administrative life of the record.

### **Who we share school workforce information with**

We routinely share workforce information with:

- our local authorities;
- the Department for Education (DfE);
- other employers, schools and academies;
- Legal and HR advisors and auditors

### **Why we share school workforce information**

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

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

We are also required to 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 also 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 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 (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees and 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 the confidentiality of personal data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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 DfE: <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 please submit your written request to the Data Protection Officer at [dataservices@judicium.com](mailto:dataservices@judicium.com).

Alternatively please write to:

The Data Protection Officer  
Judicium Consulting Limited  
72 Cannon Street  
London  
EC4N 6AE.

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 request 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 also contact the Data Protection Officer at the addresses above.