

Privacy Notice (How we use staff information)

The categories of staff information that we collect, hold and share include:

- **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
- **contract information** (such as start dates, hours worked, post, roles and salary information, previous employment history)
- **work absence information** (such as number of absences and reasons including sick notes, requests for leave of absence)
- **qualifications** (and, where relevant, subjects taught)
- **Relevant medical information** (such as medication, allergies, dietary requirements)
- **Other languages spoken**
- **Contact information** (such as Email addresses, Next of kin and alternative contacts)
- **Car registration** details
- **Disqualification by association details**
- **Declaration of business interests**
- **Appraisal information** through the school's performance management arrangements
- **Requirements of the Single Central Record**
- **Medical indemnity forms**
- **Documents required under 'Safer Recruitment'** to ensure compliance with the guidance in 'Keeping Children Safe in Education'
- **Disciplinary information in line with school's policy**

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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- Follow the guidance in 'Keeping Children Safe in Education'
- Support effective performance management

The lawful basis on which we use this information

We collect and use pupil information under the following GDPR categories:

Article 6 - GDPR - Public task:

- *processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.*

Article 9 – GDPR – Processing of special categories of personal data

- *processing 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 and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.*
- *processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity.*

From Keeping Children Safe in Education:

- for maintained schools: Regulations 12(7) and 24(7) and Schedule 2 to the School Staffing (England) Regulations 2009 and the School Staffing (England) (Amendment) Regulations 2013 (applied to pupil referral units through the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007);

The Department for education has additional information that can be found at: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Where the following legislation that allows data collection is referenced:

- [section 114 of the Education Act 2005](#)
- [section 537A of the Education Act 1996](#)
- [section 83 of the Children Act 1989](#)

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 pupil data

We hold pupil data for time frames as identified in:

Sandwell's data retention policy

Or

The Information Management schoolkit for schools'.

This document can be found under our GDPR section of our website.

Who we share this information with

We routinely share staff information as required, based on their need.

- our local authority (such as HR & Payroll provider)
- the Department for Education (DfE)
- Local Children's safeguarding board or LADO
- Third party learning providers (such as Education City, Purple Mash, Conquer Maths, Reading Eggs, Parents Evening Booking system, Broadband where individual pupil logins may be required, Microsoft for email)
- School Management Information system (such as SIMS, School Fund Manager, EVOLVE Educational visits)
- Third party providers (such as residential providers, web-site)
- Governor meetings and minutes
- Third party security systems (such as door access, sign-in/out systems)
- Purchased external support (specifically Finance, Network Manager)
- Automated parental contact services (specifically Parent Pay, School Comms, Primary Contacts)
- Attendance and prosecution service & Education welfare officer
- Internal school staff
- Federation schools
- Requests for references to comply with the documents required under 'Safer Recruitment' to ensure

- compliance with the guidance in 'Keeping Children Safe in Education'
- Staff absence insurance
- External providers of CPD when booking INSET
- Partner institutions (such as ITT providers or colleges where we provide placements for students)
- Subsequent employers (such as performance management information)

Why we share school workforce information

We do not share information about 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)

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 educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (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 including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

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>

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child’s educational record, contact

dataprotectionofficer@abbey-jun.sandwell.sch.uk

**Abbey Junior School
Barclay Road
Smethwick
B67 5LT**

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

dataprotectionofficer@abbey-jun.sandwell.sch.uk

**Abbey Junior School
Barclay Road
Smethwick
B67 5LT**

Change Log:

Date	Change	Version number
May 2021	Added school’s disciplinary	V1.3
June 2023	No changes	V1.4