



## **Bewdley Primary School Privacy Notice (How we use staff information)**

### **The General Data Protection Regulation (2018): How we use your information**

We process personal data relating to those we employ to work at Bewdley Primary School. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

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

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group, language, country of birth)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence and holiday information (such as number of absences and reasons)
- qualifications
- Photographs
- Education details
- Criminal records
- Financial details
- Disciplinary records
- CPD information
- Relevant medical and dietary information
- Next of kin

### **Why we collect and use workforce information**

#### **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

### **Collecting workforce information**

Bewdley Primary School and Worcestershire County Council keep information about employees on computer systems and also sometimes on paper. We hold employee records securely and retain them in line with the school's retention policy, after which they are safely destroyed in a timely manner. There are strict controls on who can see employee information. We will not share

employee data if they have advised us that they do not want it shared unless it is the only way we can make sure employees remain safe and healthy or we are legally required to do so. Network accounts are deleted when employees leave the school, and data is stored for a number of years as per the school's retention policy. Any other data required for legal purpose will remain on file and archived.

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 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 [www.bewdleyprimary.co.uk](http://www.bewdleyprimary.co.uk).

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

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the General Data Protection Act (GDPR). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

#### **Where necessary or required we share information with:**

- Worcestershire County Council, our local authority
- The Department for Education (DfE) and central government
- Education, training, careers and examining bodies
- School staff and governors
- Family, associates and representatives of the person whose personal data we are processing
- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Suppliers and service providers
- Security organisations
- Press and the media
- School trips organisations

### **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**

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, 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. (School Census)

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 Sally Court, School manager or the Data Protection Officer TBC

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
- a right to seek redress, either through the ICO, or through the courts

If staff/employees have a concern about the way we are collecting or using personal data, they should raise their concern with Bewdley Primary School in the first instance or directly to 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: Sally Court, School manager.

## How Government uses your data

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

- informs departmental 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 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

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.

To contact the department: <https://www.gov.uk/contact-dfe>