



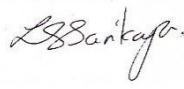
**THE ST. BART'S
ACADEMY**
— TRUST —

**Privacy Notice
For The
School Workforce**

March 2022

The St. Bart's Academy Trust

Privacy Notice For The School Workforce

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Privacy Notice - how school workforce information is used

Schools have a duty to inform their workforce of how they process the data that is in the school's control – this should be done through providing the workforce with a privacy notice.

What categories of information are processed?

The categories of personal information that we process include the following but is not restricted to:

- Personal information – e.g. name, employee or teacher number, National Insurance number, and contact details
- Characteristics information – e.g. gender, age and ethnicity
- 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 This list is not exhaustive

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Why do we collect 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 individuals to be paid

Under the UK General Data Protection Regulation (UK GDPR), the lawful basis/bases we rely on for processing workforce information are:

- To fulfil **contractual obligations**
- We need to comply with a **legal obligation**
- We need it to perform an official task in the **public interest**

Less commonly, we may also process workforce personal data in situations where:

- We have obtained **consent** to use it in a certain way
- We need to protect the individual's **vital interests** (or someone else's interests)

How do we collect your information?

We collect your personal information via the following methods:

- Staff contract forms
- Medication 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 intranet.

For more information about how we securely store your information, please see the **Data and Cyber-security Breach Prevention and Management Plan**, which can also be found on the intranet.

Who do we share your information with?

We routinely share your information with:

- The LA, where applicable
- The DfE
- The Teachers' Pensions Scheme, or LA Pension Fund

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 under **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](#).

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. To find out more about the data collection requirements placed on us by the DfE, e.g. via the school census, click [here](#).

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>.

Pension funds

We share data with the pension funds, (either the Teachers' Pension Scheme, or the LA Pension Fund), to allow accurate records to be kept of your pension entitlement.

This information is necessary to ensure they hold the correct data for the administration of the scheme as outlined in the scheme regulations, which can be found in the [Teachers' Pension Scheme Regulations](#) or in the [LGPS Pension Regulations](#).

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 and/or historical research and statistics.
- Have your personal data rectified if it is 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 that we hold about you, please contact the Principal who is the Data Protection Officer (DPO) for the academy.

If you are concerned about the way we are collecting or using your information, please raise your concern with the **Principal** in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

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.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **Principal** who is the **Data Protection Officer (DPO)** for the academy.

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 **28th March 2022**.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the **Data Protection Officer (DPO)** for the Trust.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK [website](#), or download our **Data Protection Policy** and **Records Management Policy** from the intranet.



THE ST. BART'S ACADEMY

— TRUST —

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