



Beacroft Foundation School

Privacy Notice for Workforce

How we use workforce information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, what we use it for, who we share it with and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information.

Beacroft School is the Data Controller. This means that we are responsible for how your personal information is processed and for what purposes.

The categories of school information that we process

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)
- next of kin and emergency contact numbers
- recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- qualifications (and, where relevant, subjects taught) and employment records, including work history, job titles, working hours, training records and professional membership
- performance information
- outcomes of any disciplinary and/or grievance procedures
- bank account details, payroll records, National Insurance number and tax status information
- copy of driving licence
- photographs
- CCTV footage
- data about your use of the school's information and communications systems
- Trade union membership

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
- d) facilitate recruitment, fulfilling our safeguarding obligations towards pupils

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

- for the purposes of **(a), (b), (c) & (d)** in accordance with the legal basis of:
- GDPR Article 6(1)(b) *processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;*
- GDPR Article 6(1)(c) *processing is necessary for compliance with a legal obligation to which the controller is subject;*
- GDPR Article 6(1)(d) *processing is necessary in order to protect the vital interests of the data subject or of another natural person;*
- GDPR Article 6(1)(e) *processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;*

In addition, concerning any special category data:

- In the case of trade union membership and characteristics information, such as gender, age, ethnic group and health information:
- GDPR Article 9(2)(b) *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;*

Collecting workforce information

We collect personal information via Data Collection Sheets, Bank Credit Request forms and application forms.

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 and we will tell you what you need to do if you do not want to share this information with us.

Storing workforce information

We hold data securely for the set amount of time shown in our Data Retention Schedule.

We do not hold school workforce data for longer than is necessary. Beacroft School has a Data Retention Schedule 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.

Staff records are stored securely in paper files and on the school's secure server. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Data Retention Policy and Data Retention Schedule.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- educators and examining bodies
- our regulator [e.g. Ofsted]
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- police forces, courts, tribunals
- professional bodies
- employment and recruitment agencies

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.

We share this data:

- to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals
- because it underpins workforce policy monitoring, evaluation, and links to school funding /expenditure and the assessment educational attainment.

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.

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

GDPR in Schools, 11 Kingsley Lodge 13 New Cavendish Street, London, United Kingdom, W1G 9UG,
dpois@gdpr.school, +44 (0)20 3961 0110

Depending on the lawful basis above, you may 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 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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

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: April 2022.

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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