



## Workforce Privacy Notice

### Version Control

Version	Author	Policy approved by	Approval date	Review date	Changes made?
V1	Information Governance Team	Information Governance Team	15.06.2018	1.09.2019	No Changes
V2	IG Team	IG Team	01.09.2019	01.09.2020	No Changes
V3	IG Team	IG Team	23.09.2020	01.09.2021	Updated changes regarding Consent
V4	IG Team	IG Team	10.11.2021	01.09.22	Legislation update
V5	IG Team	IG Team	01.11.2022	01.09.2024	We collect; Categories; Storing data, Sharing data

## **How we use workforce information**

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

### **We collect your information to:**

- enable individuals to be paid
- facilitate safe recruitment
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- support effective performance management
- enable ethnicity and disability monitoring
- produce staff ID passes
- produce the Single Central Record
- enable a programme of continuous professional development in school
- monitor sickness and absence levels
- allow better financial modelling and planning
- support the work of the School Teachers' Review Body

### **The categories of school information that we process include**

- Personal information (such as Name, data of birth, gender, address, employee and teacher number, national insurance number, photographs, performance management, recruitment information (including copies of right to work documentation, references and other information included in a cover letter as part of the recruitment process), data about your use of the school's information and communication systems)
- Characteristics information (such as gender, age, ethnic group, nationality)
- 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)
- Finance information (such as pension details, bank details, HMRC declarations, employee benefits)
- Medical information (such as health data, occupational health referrals)
- Disclosure and Barring information

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

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you.
- Comply with a legal obligation.
- Perform an official task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way.

Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how to withdraw it.

### **Collecting workforce information**

We collect personal information via the individual staff members, Strictly Education (HR and Payroll services), previous employers, and DBS department.

Workforce data is essential for the school'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 staff 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 contact Mrs Farnsworth, School Business Manager.

## **Whom we share workforce information with**

We routinely share this information with:

- the Department for Education (DfE), to meet our legal obligations to share certain information with it
- Stockport MBC, to meet our legal obligations to share certain information with it, such as safeguarding concerns, as well as to enable them to provide the staff absence insurance services for which we have contracted them
- HM Revenue & Customs (HMRC), to meet our legal obligations to share certain information with it
- Teachers' Pension Fund, to meet our legal obligations to share certain information with it
- Greater Manchester Pension Fund (GMPF), to meet our legal obligations to share certain information with it
- Disclosure and Barring Service (DBS), to meet our legal obligations to share certain information with it
- CPOMS, who provide an online platform for recording safeguarding concerns, behaviour incidents and contact with external agencies
- Ofsted, to meet our legal obligations to share certain information with it
- Strictly Education, to enable them to provide the HR and Payroll services we have contracted them for
- Capita, to enable them to provide the services we have contracted them for ie Information Management Systems (SIMS and FMS)
- Stockport MBC, to enable them to provide support services for SIMS and FMS
- Access UK, to enable them to provide the budgeting software services we have contracted them for
- Haines Watts, to enable them to provide the Accountancy services we have contracted them for
- ParentPay, to enable them to provide the online payment services we have contracted them for

- Teachers2Parents, to enable them to provide the email- and text-messaging services we have contracted them for
- H Tempest Ltd, to enable them to provide the services we have contracted them for ie photographs for our staff ID badges
- InVentry, who provide our entry and exit system
- SchoolCloud, who provide our Parents' Evening software
- Times Tables Rock Stars, who provide a times tables programme used in school
- Charanga, who provide a music scheme used in school
- Code Studio, who provide an IT scheme used in school
- ClassDojo, who provide a motivation and rewards system used in school
- Hi Impact, who provide our IT support
- Kapow, who provide online educational resources

### **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.

### **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.

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 data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

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

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 DfE**

The DfE 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 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 contact Mrs Farnsworth, School Business Manager, to make a request or alternatively you can view our Data Subject Rights Policy on <https://www.hursthead-jun.stockport.sch.uk/data-protection-gdpr>

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

To exercise any of these rights, please contact Mrs Farnsworth, School Business Manager.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

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:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

## **Contact**

If you would like to discuss anything in this privacy notice, in the first instance, please contact

Mrs Farnsworth, School Business Manager.

Our Data Protection Officer, Karen Lane, may be contacted on 0161 474 4299 or [IGschoolsupport@stockport.gov.uk](mailto:IGschoolsupport@stockport.gov.uk)

*This notice is based on the Stockport MBC model privacy notice for the school workforce, amended to reflect the way we use data in this school.*