

LADY MANNERS SCHOOL



Privacy Notice (How we use workforce information) with effect from 25 May 2018

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them.

This privacy notice explains how we collect, store and use personal data about employees.

We, Lady Manners School are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Mr A Moore, Deputy Headteacher (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, references and other information included in an application form or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary, grievance, capability or attendance management procedures
- Attendance data
- Copy of identity documents/proof of eligibility to work in the UK
- Photographs
- CCTV footage
- Data about your use of the school's information and communications systems
- Biometric data (if using the school's cashless meal system)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Trade union membership
- Health, including any medical conditions, and sickness records
- Criminal records information

Why we collect and use workforce information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Support effective performance management and staff well-being
- Inform our recruitment and retention policies
- Allow financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Meet statutory duties placed upon us for Department for Education data collections

The lawful basis for using this data

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
- Carry out a 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
- We need to protect your vital interests (or someone else's interests)
- Processing is necessary for the purposes of preventive or occupational medicine or for the assessment of working capacity

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

How we collect workforce information

We collect personal information through:

- The recruitment process (e.g. application forms, health questionnaire, copies of identity documents and qualifications)
- Setting up the employment contract (e.g. contract information, personal details forms)
- The course of employment (e.g. appraisal, attendance)

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.

How we store workforce information

Personal data is stored securely in line with our data protection policy and retention schedule which are available on request.

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 retention schedule.

Who we share workforce information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our 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. We also share information to meet our legal obligations, such as safeguarding concerns and information about Headteacher performance and staff dismissals
- The Department for Education (DfE)* - 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.
- Our regulator (e.g. Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll software, occupational health
- Trade unions and professional associations
- Police forces, courts, tribunals
- Your family or representatives
- Your future employers

Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you would like to make a request, please contact The Data Protection Officer, Lady Manners School, Shutts Lane, Bakewell, Derbyshire, DE45 1JA or by email at info@ladymanners.derbyshire.sch.uk

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 you have a concern about the way we are collecting or using your personal data, please raise this 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 The Data Protection Officer, Lady Manners School, Shutts Lane, Bakewell, Derbyshire, DE45 1JA or by email at info@ladymanners.derbyshire.sch.uk

*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

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.

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