



Privacy Notice for the School Workforce

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school or to enable individuals to be paid.

We, Welton St. Mary's Church of England Primary Academy, are the 'data controller' for the purposes of data protection law. This means the school is responsible for deciding how it holds and uses personal data about you in connection with your employment.

This notice will explain more about how we process your personal data.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, gender and age)
- employment contract information (such as start dates, hours worked, post, roles and salary information) work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- emergency contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency)
- personal contact information (such address, email, telephone)
- payroll information (such as bank account numbers for payment transfers)
- photographs and CCTV footage
- performance information

We also process special categories of personal data that may include:

- physical or mental health needs (such as food allergies or medication needed in an emergency)
- racial or ethnic origin
- trade union membership
- political affiliation and political opinions
- criminal convictions data
- civil and criminal proceedings, outcomes and sentences
- religious or other beliefs of a similar nature



Why we collect and use this information

We use school workforce data to:

- make a decision about your recruitment and employment
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- to contact you directly when you are not on the premises
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual

The lawful basis on which we process this information

In the context of employment we most commonly collect and use information under the lawful basis of entering into and the performance of a contract (employment).

Collecting this information

We typically collect personal data about staff through the application and recruitment process, either directly from candidates, through an employment agency, from other third parties via references or through a background check provider.

We will collect additional personal information in the course of job-related activities throughout the period of your employment. Dependent on the circumstances, this may come from you, from managers and colleagues, from pupils and/or parents (sometimes anonymously) or from other professional organisations.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data in line with our Data Retention Guidelines, which are available upon request.

Your data is held securely and in accordance with the schools information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personnel information is strictly controlled.

Data protection training is made available to all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- Teacher's Pensions (teaching staff)
- West Yorkshire Pensions (support staff)
- Payroll providers
- Occupational Health
- Disclosure & Barring Service

Why we share school workforce information

We do not share information about 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 (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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>.

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 the schools Data Protection Officer (details below).

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

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the schools Data Protection Officer in the first instance. Alternatively, you can contact and make a complaint to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, submit a request or make a complaint, please contact the schools Data Protection Officer.

Data Protection Officer: Mrs Odette Thorner (supported by Mrs Nicola Gough and Mrs Michelle Harkness).

Welton St. Mary's Church of England Primary Academy

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