

Privacy Notice Policy for School Staff (GDPR)

Giles Brook School



GILES BROOK SCHOOL

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How the school uses information about those employed to teach, or work at, the school

Giles Brook School needs information about its staff to fulfil its obligations as an employer, and to run the school effectively. We also have to pass some information to the local authority (Milton Keynes Council) and to the national government (Department for Education). This notice describes what we collect, use and share (process) and why and what you should do if you have concerns about how the school is handling information about you.

The categories of school workforce information that we process include:

- contact information
- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract and payroll 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)
- medical information and information about any health conditions
- photographs and images

Why we collect and use workforce information

- We process personal information relating to those we employ to work at or otherwise engage to work at our school. This is for employment purposes, to enable the school to be organized and run effectively and to enable individuals to be paid.
- We display your name and role on the school website for security and school information purposes. We sometimes use photos for school publicity and newsletters. If you do not want your photo to be used in this way please inform the Headteacher or the Business Manager.
- Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are to perform our part of the employment contract, to fulfil legal obligations and to enable the school to perform its role as a school effectively. In addition, we collect some information about you that is classed as special category data to enable the school and Milton Keynes Council to perform equal opportunities monitoring as part of its obligation under UK equality law and information about health to perform our duties as an employer.

Collecting workforce information

We collect personal information via your application form and other information that is requested from you from time to time or recorded as part of your staff record.

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 any such information with us.

Storing workforce information

We hold data securely for the set amount of time shown in the school's data retention schedule, which follows the guidance in the Information Toolkit for Schools from the Information and Records Managers Society. We store information on the school's computer system and in paper files that are locked away when not in use. For more information on our data retention schedule and how we keep your data safe, please see the School Business Manager.

We sometimes outsource services involving your information, such as payroll. When we do this we ensure that the service provider has adequate security in place and complies with data protection legislation.

Who we share workforce information with

We are required by law to pass on some of your personal information to:

- our local authority (Milton Keynes Council)
- the Department for Education (DfE)

We are required to share information about our school employees with the Local Authority and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This is for analysis of the education sector workforce to assist in planning and monitoring.

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](#).

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 via Milton Keynes Council please see <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We do not share any further information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

Your Rights

Under data protection legislation you have the following rights in relation to the personal data the school holds on you:

- to request access to the information the school holds on you. If you wish to do this please contact the Headteacher
- to object to the processing of personal data that is likely to cause, or is causing, damage or distress
- to object to decisions being taken by automated means (the school does not currently take decisions about you by automated means)

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;
- to make complaints about breaches of data protection and 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 the school's Business Manager in the first instance. If your concern is not addressed to your satisfaction please then contact the school's Data Protection Officer (details below). If you are not happy with the outcome you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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

Contact

If you would like to discuss anything in this privacy notice, please contact the school's independent Data Protection Officer either via the school office or by email to dpo@gilesbrook.co.uk

This notice is based on the DfE's model privacy notice for school workforce May 2019. Giles Brook School version updated March 2020.

How Government uses your data

The workforce data that we (Giles Brook School) 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.

Information on when and how the DfE may share information about people in the education sector can be found at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

How to find out what personal information DfE hold about you

Under data protection legislation, you are 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>

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