



GDPR Privacy Notice – Staff Workforce

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at the School.

Who processes your information?

Monkshouse Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to pupils and their families is to be processed. Pat Smith acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01775 722006 or pat.smith@monkshouse.lincs.sch.uk.

In some cases, your data will be outsourced to a third party processor; however, where the school outsources data to a third party processor, the same data protection standards that Monkshouse Primary School upholds are imposed on the processor.

Joe Lee is the data protection officer for the school. His role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted via the school on 01775 722006 or admin@monkshouse.lincs.sch.uk

The lawful basis on which we process this information

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education.

Under Article 6 of the GDPR, which comes into effect from 25 May 2018, the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interests.

For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

Collecting this information

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.

Why we collect and use this information

We use school workforce data to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support effective performance management
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies

- Allow better financial modelling and planning

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, address history and proof of identity)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons) and relevant medical information
- Qualifications (and, where relevant, subjects taught)
- Photographic records

How long is your data stored for?

We hold school workforce data throughout your period of employment and for 6 years after the cessation of your employment.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files.

We may also use an outside company to safely dispose of electronic records.

Who we share this information with

We routinely share this information with:

- The Local Authority (Lincolnshire County Council)
- The Department for Education (DfE)
- The School payroll/HR provider

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.

The 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.

Payroll/HR Provider

We share personal data with our Payroll/HR Provider in order to fulfil contractual requirements enabling staff to be paid and employment checks for safeguarding to be carried out.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and Local Authorities that work in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

What are your rights?

Staff have the following rights in relation to the processing of their personal data. You have the right to:

- Be informed about how Monkshouse Primary School uses your personal data.
- Request access to the personal data that Monkshouse Primary School holds. To make a request for your personal information, contact the Headteacher via email using sue.goodsell@monkshouse.lincs.sch.uk
- Request that your personal data is amended if it is inaccurate or incomplete.

- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed.
- Claim compensation for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

“Requests during school holidays may take longer than 25 days to process as the school is not in session. The school will endeavour to complete this request as soon as possible after the school reopens, but within the 25 day time period.”

If you have a concern about the way Monkshouse Primary School and/or the DfE is collecting or using your personal data, you can raise a concern with the Information Commissioner’s Office (ICO). The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

For more information about the department’s data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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