

## **APPENDIX 2**

### **Privacy Notice: How we use School Workforce Information in Millom School**

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

- Personal information (such as name, employee or teacher number, national insurance number);
- 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);
- Qualifications and, where relevant, subjects taught;
- Relevant medical or disability information (such as access arrangements, medication and occupational health reports);
- Payroll information (such as address, age, gender, bank account details);
- Pension details.

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

We use workforce data to:

- Ensure we can operate efficiently and effectively;
- Enable individuals to be paid;
- Allow for better financial modelling and planning;
- Enable the development of a comprehensive picture of the workforce and how it is deployed;
- Inform the development of recruitment and retention policies.

### **The lawful basis on which we process this information**

We collect and use workforce information for general purposes under paragraphs 9.1c and 9.2g of the General Data Protection Regulations policy which complies with Articles 6 and 9 of the GDPR.

### **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 the GDPR, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

## **Storing workforce information**

The length of time we hold workforce information is set out in our Records Management policy.

## **Who we share this information with**

We routinely share this information with:

- Cumbria County Council
- the Department for Education (DfE)
- other schools or organisations following reference requests
- other public services that have a lawful right to collect workforce information
- Payroll provider
- third parties listed in Appendix 6 of the GDPR policy.

## **Why we share workforce information**

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

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 of educational attainment. We are required to share information about our workforce with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## **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 including the data that we share with the DfE go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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 DfE 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 workforce information, organisations must comply with the DfE's terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of 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 DfE go to: <https://www.gov.uk/contact-dfe>

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to your information. To make a request for your personal information, contact Ailsa Myers, Business Manager.

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 collect or use your personal data, we ask that you raise your concern with Ailsa Myers, Business Manager, in the first instance. Alternatively, you can contact the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact:

Ailsa Myers, Business Manager/Data Protection Officer.