



# The Athelstan Trust

## Privacy Notice How we use school workforce information

**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, addresses, contact numbers, email addresses, car registration, next of kin information)
- special categories of data including characteristics information such as gender, age, ethnic group
- payroll information (such as bank details, NI number, salary, pension and benefits)
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, self-certification forms)
- relevant medical information
- references and right to work checks
- performance information
- qualifications (and, where relevant, subjects taught)

### Why we collect and use this information

We use school workforce data to:

- 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
- contact staff in the case of emergencies (such as snow closure)

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

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law (for example the Education Act 1996)

We need to use it to carry out a task in the public interest (in order to comply with employment law.)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way (for example the use of biometric data for purchasing school meals, or the use of photos on external publications)
- We need to protect your interests (or someone else's interest)
- Or where we feel it is in your legitimate interest to process it in a certain way which does not outweigh your rights and freedoms

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data



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## 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.

## Storing this information

We hold school workforce data for the period stated in the Retention Guidelines for Schools (copy available on request via Headteachers' PA's office)

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- payroll provider
- HR provider
- Teachers' Pension
- Local Government Pension
- Training partners

## 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.

### 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.

### Data collection requirements

The DfE collects and processes personal data relating to those employed by Multi Academy Trusts. 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:



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- 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>

## 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 Data Protection Officer:

[i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.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
- 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 us 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:

**The Data Protection Officer** [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk)

