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**The Gates Primary School Privacy Notice for the School Workforce**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about the school workforce.

We, The Gates Primary School, are the ‘data controller’ for the purposes of data protection law. The school’s Chief Privacy Officer is Mr Sean Doherty, Headteacher.

**The personal data we hold**

Personal data that we may collect, use, store and share (when appropriate) about the workforce includes, but is not restricted to:

 -Personal information (such as name, address, next of kin, employee or teacher number, contain details, national insurance number)

- Relevant medical information

- 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 employment records (and, where relevant, subjects taught)

- Training records and certificates

- Performance information

- Outcomes of any disciplinary and/or grievance procedures

- Absence data including number of absences and reasons for absence

 - Photographs

- Minutes of any meetings in school

**Why we collect and use this data**

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
* Comply with the law regarding data sharing
* Support Performance Management discussions and process
* To support the Disciplinary and/or Grievance Policy process
* Enable the management of staff absence
* To support quality assurance of policies and procedures in school

**Our legal basis for using this data**

* We only collect and use workforce personal data when the law allows us to. Most commonly, we process it where:
* We need to comply with a legal obligation
* It is necessary for the performance of a contract
* It is necessary under employment law

**Less commonly, we may also process personal data in situations where**:

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interests (or someone else’s interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

**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**

Our Information Management Policy sets out how long we keep information about the workforce. A copy of this policy is available on the staff drive.

**Data sharing**

We routinely share this information with:

- Our local authority

- The Department for Education

- OfSTED

- Suppliers and service providers – to enable them to provide the service we have contracted them for

- Survey and research organisations

- Health authorities

- Police forces, courts, tribunals

- Professional bodies

**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.

1. 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.
2. 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.
3. Data collection requirements -The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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

**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 Sean Doherty, Headteacher.

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/

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Chief Privacy Officer.

Contact details:

Chief Privacy Officer Data Protection Officer

 Sean Doherty Kathryn Wilkinson 07847 378225

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