

PRENTON HIGH SCHOOL FOR GIRLS

Privacy Notice for Staff (How we use school workforce information)

Why do we collect and use student information?

Prenton High School is the Data Controller for the use of personal data in this privacy notice. All staff must read and understand this notice.

The categories of school workforce information that we collect, process, hold and share include (please note that this list is not exhaustive):

- Contractual information
- Employment checks, e.g. right to work in the UK
- Salary information
- Safeguarding and Safer Recruitment information
- Workforce planning information
- Personal details
- Qualifications
- Appraisal Information

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
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- enable individuals to be paid

The lawful basis on which we process this information

We process this information under safeguarding requirements set out in UK employment and childcare law, including those in relations to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance 'Keeping Children Safe in Education' 2016
- The Childcare (Disqualification) Regulations 2009
- Education Act 1996

Staff members' personal data is also processed to assist in the running of the school, to enable individuals to be paid and to protect the data subject's vital interests.

Collecting this information

We collect staff information via:

- Application Forms
- References
- HR Payroll Forms

- Data Collection Sheets

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 in line with the School's Document Retention Policy.

Who we share this information with

We routinely share this information with:

- Wirral Local Authority
- the Department for Education (DfE)
- Bury Council Pay Services
- Teachers' Pensions
- Merseyside Pensions Fund

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.

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.

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 Mrs H Sanderson (Data Protection Officer).

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:

Mrs H. Sanderson, Data Protection Officer, , Prenton High School for Girls.

Declaration (Please return to HR Manager)

I (name) _____ declare that I understand:

- Prenton High School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data required by Prenton High School.
- Prenton High School may share my data with the DfE and Wirral Local Authority.
- Prenton High School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Prenton High School's Document Retention Policy.
- My rights to the processing of my personal data.
- My e-mail address and telephone number will never be shared with third parties for the purpose of marketing.

Name of staff member: _____

Signature of staff member: _____

Date: _____