



Privacy Notice (How we use workforce information)

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, address, telephone numbers and email address,)
- characteristics information (such as gender, age, ethnic group, religion, disability information)
- contract information (such as start date, hours worked, post, roles and salary information, payroll numbers, performance management information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Medical Information
- Video Recordings of online lessons through Microsoft Teams

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) to enable the school to monitor and develop staff performance
- e) To keep staff safe in the workplace.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of (a) enabling the development of a comprehensive picture of the workforce and how it is deployed in accordance with the legal basis of public task.
- for the purposes of (b) informing the development of recruitment and retention policies in accordance with the legal basis of public task.
- for the purposes of (c) enabling individuals to be paid in accordance with the legal basis of contract.
- for the purposes of (d) to enable the school to monitor and develop staff performance in accordance with the legal basis of contract.
- for the purposes of (e) to keep staff safe in the workplace in accordance with the legal basis of vital interests.

In addition, concerning any special category data:

- personal information national insurance number, payroll number, salary information
- characteristics information, gender, ethnic group, religion, disability information
- Medical Information

- Conditions a,b,c and d of [UK GDPR - Article 9](#)

Collecting workforce information

We collect personal information via: Job application forms upon appointment and annually through staff personal data collection sheets.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. Therefore data is held for the duration of employment and for 6 years from termination of contract.

Workforce information is stored securely on the school's MIS system SIMS, this is password protected and only two senior members of staff have access rights to the HR module. Paper records are stored in a locked filing cabinet in a locked room.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Shireland Collegiate Academy HR
- Sandwell People Payroll Solutions
- WONDE – links other systems to SIMS
- Evolve educational visits software
- Safeguard Software
- Relish Meals system

Why we share school workforce information

We do not share information about our 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, through the annual school workforce census. In accordance with the legal basis of legal obligation.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE) through the annual school workforce census. In accordance with the legal basis of legal obligation.

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

Shireland Collegiate Academy HR

We share personal data with the school's HR provider on a contractual basis of Article 6 of the of the General Data Protection Regulation under the condition of employment.

Sandwell People Payroll Solutions

We share personal data with the school's payroll provider on a contractual basis of Article 6 of the of the General Data Protection Regulation under the condition of employment.

Wonde, Relish and Evolve

We share personal data with the above agencies in accordance with the legal basis of public task to enable the school to perform its statutory functions.

Safeguard

We share personal data with the above agency to enable the school to have an effective safeguarding and monitoring system in accordance with the legal basis of vital interests.

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 school's Business Director 0121 552 1215 / contact@moatfarm-jun.sandwell.sch.uk or the DPO 0121 296 3000 / gdpr@sipseducation.co.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school's Business Director 0121 552 1215 / contact@moatfarm-jun.sandwell.sch.uk

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 3rd December 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact: contact the school's Business Director 0121 552 1215 / contact@moatfarm-jun.sandwell.sch.uk or the DPO 0121 296 3000 / gdpr@sipseducation.co.uk

How government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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