



Penpol School

GDPR Privacy Notice for the School Workforce

January 2024

GDPR Privacy notice for the school workforce

Penpol School is required by law to inform you about how your personal data may be collected and used. Schools collect, process, store, use and dispose of different types of data: educational records, personal data and sensitive personal data. This document is a privacy notice for the school workforce outlining how such data is processed and controlled under the current legislation – the **General Data Protection Regulation**.

Privacy notice – how the school uses school workforce information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught

This list is not exhaustive – to access the current list of information the school processes, please see the school's **Data Asset Register**.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To safeguard

Under the GDPR, the legal basis/bases we rely on for processing personal information under **Article 6 (1) and 9 (2)** for general purposes which are:

- necessary for the performance of a contract to which the data subject is a party in order to take steps at the request of the data subject to enter into a contract (6b).
- necessary for compliance with a legal obligation which you, as a data controller, are subject (6c).
- necessary to protect the vital interests of the data subject or another individual (6d).
- necessary for a task carried out in the public interest or in the exercise of official authority vested in you as a data controller (6e).

- Articles 9 (2) a, b, c, d, e, f, g, h, i and j.

How do we collect your information?

We collect your personal information via the following methods:

- Staff contract forms
- Job application forms
- Consent forms
- Medication forms

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

How do we store your information?

Your personal information will be held secure for the set amount of time in line with the school's **Records Management Policy**.

Who do we share your information with?

We routinely share your personal data with:

- The Local Authority (LA)
- The Department for Education (DFE)

Why do we share your information?

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

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

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

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data section'

How does the government use your data?

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

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff 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 information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Object to the processing of your information 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.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact **Tiffany Pope - Data Protection Officer** or **Jodie Hudson – Data Controller**.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Tiffany Pope on tpepe@penpol.cornwall.sch.uk or Chris Chislett (Headteacher) on head@penpol.cornwall.sch.uk.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.penpolschool.co.uk, the Gov.UK [website](#), or download our **GDPR Data Protection Policy** and **Records Management Policy**.

Declaration

I, declare that I understand:

- The categories of my personal information Penpol School collects and uses.
- Penpol School has a lawful basis for collecting and using my personal information.
- Penpol School may share my information with the DfE, LA and other stated organisations.
- Penpol School does not share information about you with anyone without your consent, unless the law and our policies allow us to do so.
- My information is retained in line with Penpol School's **Records Management Policy**.
- My rights to the processing of my personal information.

Name of staff member: _____

Signature of staff member: _____

Date: _____