



METROPOLITAN BOROUGH OF CALDERDALE

Woodhouse Primary School

Daisy Road, Brighouse, West Yorkshire HD6 3SX

Tel : 01484 714750

Email: admin@woodhouse.calderdale.sch.uk

www.woodhouse.calderdale.sch.uk

Headteacher: Mrs Lynn Daveney

Deputy Headteacher: Mrs Anne Crane

Privacy Notice for the School Workforce

Under General Data Protection Regulations individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing Privacy Notices to inform individuals about how their personal data will be processed.

This Privacy Notice explains how the school collects, stores and uses personal data about individuals employed, or otherwise engaged, at the school.

Who processes your information?

Woodhouse Primary School is the Data Controller of the personal information provided to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed.

In some cases, personal data will be outsourced to a third-party however this will only be done with your consent, unless the law or our policies allow the school to share the personal data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number, contact details, bank details,)
- special categories of data including characteristics information (such as gender, age, ethnic group, country of birth)
- medical / health conditions
- contract information (such as start dates, hours worked, post, roles and salary information)
- qualifications and training records (such as academic certificates, driving licence)
- work absence information (such as number of absences and reasons)
- Next of kin information with contact details
- Photographs

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
- Support effective performance management
- Allow better financial modelling and planning

The lawful basis on which we process this information

We will use a lawful basis to collect and use personal data. Most commonly, we use it where we need to:

- Fulfil a contract entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal data where:

- The school needs to protect your vital interests (or someone else's interests)
- You have given us to consent to use it in a certain way

Some of the reasons listed above for collecting and using personal information overlap and there may be several grounds which justify the school's use of your data.

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

The school creates and maintains an employment file for every member of staff. The information held in this file is kept secure and only used for purposes directly relevant to your employment. Once your employment has ended, the school will retain this file and delete the information in accordance with our data retention policy.

Personal information that is no longer needed, or has become inaccurate or out of date, is corrected or disposed of securely as appropriate. For example, the school will shred or incinerate paper-based records and delete electronic records.

Who we share this information with

Where it is legally required, or necessary, the school will share personal data with:

- the Local Authority.
- the Department for Education (DfE).
- Pension providers
- HMRC
- Disclosure and Barring Service
- Providers of HR and training services

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. 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 please contact the DPO via dpo@woodhouse.calderdale.sch.uk

Other rights regarding personal data

Under data protection law individuals have certain rights regarding how their personal data is used and kept safe. You 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 on the following email address:

dpo@woodhouse.calderdale.sch.uk