



**Values Education' is about understanding what is important to us individually, within our families and as a whole school community.**

## Privacy Notice School Workforce

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**Where possible we offer translation or explanation of written communication. Please contact the school office if you require forms/paperwork in any other format.**

## **Privacy Notice (How we use school workforce information)**

### **The Categories Of School Workforce Information That We Collect, Process, Hold And Share Include:**

- personal information (such as name, employee or teacher number, national insurance number)
- 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, where relevant, subjects taught)

### **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

### **The Lawful Basis On Which We Process This Information**

We process this information under Article 6 – lawfulness of processing your data, (School Workforce Census required by Central Bedfordshire Council and the Department of Education) and Article 9 – processing special categories of your data for reporting ( Payroll Processing, absence, religious holidays and to comply with the Equality Act 2010) with regard to data processing from the General Data Protection Regulations 2018.

### **Collecting This Information**

Workforce data is essential for the school's/local authority's operational use. 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 for 6 years.

## **Who We Share This Information With**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Education Personnel Management (EPM) for payroll and Human Resources purposes required for legal purposes.

## **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)**

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 school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data Collection Requirements**

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.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [Security policy framework: protecting government assets - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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

## **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 Office and Finance Manager at [admin@silsoelower.co.uk](mailto:admin@silsoelower.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/>

## **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 Office and Finance Manager at [admin@silsoelower.co.uk](mailto:admin@silsoelower.co.uk)

## **Further Information**

If you would like to discuss anything in this privacy notice, please contact: the Office and Finance Manager at [admin@silsoelower.co.uk](mailto:admin@silsoelower.co.uk)

**Source: <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices>**