



## GDPR privacy notice for the school workforce

### The school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

### Who processes your information?

The Diocese of Sheffield Academies Trust is a 'data controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

**Clare Sturman** is the data protection officer. Her role is to oversee and monitor the school's data processing practices. This individual can be contacted on **01709 718 640** or [DPO@dsat.education](mailto:DPO@dsat.education)

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### Why do we need your information?

The Diocese of Sheffield Academies Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school.

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

### The lawful basis for processing this information is under Article 6 of the GDPR:

- Article 6 1 (b) Contractual obligation
- Article 6 1 (c) Legal obligation
- Article 6 1 (f) Legitimate interests

## **Where special categories of data are collected under Article 9 of the GDPR:**

- Article 9 (2)(b) employment and social security and social protection law
- Article 9 (2)(g) (Reasons of substantial public interest – condition 18 (safeguarding of children and vulnerable people) of Part 2 of Schedule 1 of the DPA 2018) of the UK GDPR

Workforce data is essential for the school'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.

## **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Health & Safety at work

## **The categories of school information that we process**

These 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 date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

We collect personal information via our recruitment process. This includes job application forms, checks carried out with professional bodies and information provided by previous employers.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule; DSAT **Trust Retention Schedule**.

## **Who has access to your personal data?**

Your information will only be made available to those who need it to do their job in relation to your employment. This includes your line manager(s) and relevant administrative staff.

## **Photographs**

We will seek your consent to use your photo on our website. Please note that you can withdraw this consent at any time.

## **Who we share school workforce information with:**

We routinely share this information with:

- 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 the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- HM Revenue & Customs
- Payroll administrator (Access UK Ltd)
- Pension Fund/Teachers' Pensions fund
- External Auditors
- Department of Work and Pension, if applicable
- Any salary sacrifice arrangement you sign up to eg a charity, Everybody Benefits
- Your trade union, if applicable
- Examining bodies, if applicable
- Disclosure and barring service to conduct criminal record checks, if applicable
- Prospective future employers, mortgage brokers, landlords, letting agents, or where you have asked them to contact us to seek a reference
- National College Training Provider

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

## **Department for Education (DfE)**

The Department for Education (DfE) collects personal data from educational settings and local authorities via statutory data collections. 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.

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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 the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) 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 for Education (DfE): <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 **Clare Sturman, DPO**.

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 not 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 **Clare Sturman, Data Protection Officer on 01709 718 640 or [DPO@dsat.education](mailto:DPO@dsat.education)**

## **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 **11/09/2024**.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact: **Clare Sturman, Data Protection Officer on 01709 718 640 or [DPO@dsat.education](mailto:DPO@dsat.education)**