

## St Thomas à Becket Church of England Federation

**Blackboys CE Primary School**  
School Lane  
Blackboys  
Uckfield  
East Sussex  
TN22 5LL

**Headteacher: Mr G Sullivan**



**Framfield CE Primary School**  
The Street  
Framfield  
Uckfield  
East Sussex  
TN22 5NR

**Headteacher: Mrs L Pestell**

**SEPTEMBER 2021**

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

St Thomas à Becket Church of England Federation (Blackboys CEP School and Framfield CEP School) (referred to as the Federation for the remainder of the document) process personal data relating to those we employ to work at, or otherwise engage to work at, our Federation. This is for employment purposes to assist in the running of the Federation and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of Recruitment and Retention Policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

### **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)
- special categories of data including characteristics information such as ethnic group, disability/access requirements or other medical information
- 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)
- payroll information
- images (such as photographs and video)

## 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
- recruit and employ staff
- preserve the Federation school's history and collective memory.

## The lawful basis on which we process this information

Under current Data Protection Legislation, the Federation must identify a valid lawful basis for any data processing they carry out. We process personal data in relation to members of staff using the following lawful basis:

UK General Data Protection Regulation (GDPR) Article 6 (1)

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation to which the controller is subject.
- The data subject has given consent to the processing of his or her personal data.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

UK GDPR Article 9 (2)

- Processing is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment.
- Processing is necessary for the purpose of preventative or occupational medicine or for the assessment of the working capacity of the employee.
- Processing is necessary for reasons of substantial public interest.
- The data subject has given explicit consent to the processing of their personal data.
- We are required to for reasons of "public health", for example during a pandemic.

Please see the Federation's Special Category Data Policy for more information about how we process this type of data. This Policy can be found on our School's websites.

Where we keep records and information containing personal data for a longer time, we do this for archiving purposes in the public interest. We keep these records to preserve the Federation school's history, key events and collective memory. We will provide access to these records for research or statistical purposes, taking reasonable measures to protect the personal data they may contain.

## Collecting workforce information

We collect personal information via

- Employment Application Forms
- Eligibility to Work in the UK Documentation
- DBS Records
- Health Declaration
- References
- Business or Pecuniary Interests Forms
- Pension Starter Forms (for payroll purposes)
- Bank Details Starter Forms (for payroll purposes)
- Certificates of Qualifications and Training Records

Workforce data is essential for the Federation'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 workforce information

We hold data securely for the set amount of time shown in our Retention Policy. For more information on our Data Retention Policy and how we keep your data safe please see the Federation's Records Management and Retention Policy on the Staff Drive.

We will keep a limited and reasonable amount of personal information for a longer time, where it appears in records that are of historic value or it is in the public interest to keep as part of the Federation school's history and collective memory. We store these records securely in our school archives for permanent preservation.

## Who we share this information with

We routinely share this information with:

- Statutory sharing with our Local Authority
- the Department for Education (DfE)
- our Local Diocese
- Traded Services purchased through the Local Authority (e.g. for Legal, Human Resources or Information Governance Support).
- Learning Platforms or software providers used by Federation schools to support education provision.

We only share data with organisations who have adequate security measures and protections in place.

## Why we share school workforce information

We do not share information about workforce members 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.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current Government Security Policy Framework.

## 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 your Headteacher.

Depending on the lawful basis above, you may also have the right to:

- ask us for access to information about you that we hold
- 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
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- a right to seek redress, either through the ICO or through the courts.

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 your Headteacher.

## **Data Protection Officer**

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact your Headteacher in the first instance if you have a query regarding this Privacy Notice or how your information is used.

## **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**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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>.

## **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 are 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 are 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>