



# Poole Grammar School

a specialist maths, computing & cognition school

## **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, address, date of birth, employee or teacher number, national insurance number)
- Special categories of data including 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)
- Medical information
- Next of kin

### **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
- To provide absence data to the Governing Body on an annual basis

### **The lawful basis on which we process this information**

We process this information under Article 6 of EU GDPR Regulations 'Lawfulness of Processing' as 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 and also under Article 9 of EU GDPR Regulations 'Processing of special categories of personal data, including paragraph 2(b) where processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security.'

For examples of data collection purposes, you may wish to view the Departmental Census section of the Education Act 1996 – this information can be found in the census guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Collecting this information**

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 undertake not to retain school workforce data for longer than is necessary to ensure compliance with the legislation, and any other statutory requirements. This means the School will undertake a regular review of the information held and implement a weeding process when, eg. a member of staff leaves the school.

## **Who we share this information with**

We routinely share this information with:

- Local authorities for payroll, pension and HR purposes
- The Department for Education

## **Why we share school workforce information**

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

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.

## **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>.

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, contact Mrs K Shepherd, Finance and HR Manager via e-mail on [shepherdk@poolegrammar.com](mailto:shepherdk@poolegrammar.com)

You also 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:

Mrs K Shepherd  
Finance and HR Manager  
[shepherdk@poolegrammar.com](mailto:shepherdk@poolegrammar.com)

or

Mr J Stiby  
Bursar and Clerk to Governors  
[stiby@poolegrammar.com](mailto:stiby@poolegrammar.com)