



# **PRIVACY NOTICE**

## **SCHOOL WORKFORCE**

### **General Data Protection Regulations: How we use information**

We, St. Bede's Catholic Junior School, are a Data Controller for the purposes of the 2018 Data General Data Protection Regulations (GDPR) and previously the Data Protection Act 1998.

How we use school workforce information

The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling 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;
- Supporting the work of the School Teacher Review Body
- Support Staff Negotiating Body.

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);
- 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).

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 the GDPR articles

Article 6 - Public task: the processing is necessary for compliance with a legal obligation to which the controller is subject and 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;

Article 9 - Processing is necessary for reasons of substantial public interest, on the basis of law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject. 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 and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;;

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 GDPR 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 seven years after the termination of employment.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Disclosure and Barring.

Under the General Data Protection Regulation (2016/679 EU) (GDPR), personal data relating to criminal convictions and offences can be processed only:

- under the control of official authority; or
- when it is authorised by law providing for appropriate safeguards for the rights and freedoms of data subjects.

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.

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

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>

If you cannot access these websites, please contact Halton Borough Council or the DfE as follows:

Janet Johnson – Information Governance – ICT Services – Halton Borough Council  
Direct Dial Tel: 0151 511 7059 or via email [janet.johnson@halton.gov.uk](mailto:janet.johnson@halton.gov.uk)

DfE - Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT

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 Faith Tiernan, St. Bede's Catholic Junior School, Appleton Village, Widnes, 0151 424 3386.

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:

Faith Tiernan  
Headteacher  
St Bede's Catholic Junior School  
Appleton Village  
Widnes  
WA8 6EL

Tel: 0151 424 3386

Email: [head.stbedesjunior@halton.gov.uk](mailto:head.stbedesjunior@halton.gov.uk)

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus> Telephone: 0370 000 2288

Peter Richmond  
Divisional Manager - Service Improvement / Governance  
Resources, ICT Services  
Halton Borough Council  
Municipal Building  
Kingsway  
Widnes  
WA8 7QF

Email: [peter.richmond@halton.gov.uk](mailto:peter.richmond@halton.gov.uk)

(for person identifiable data please use [peter.richmond@halton.gcsx.gov.uk](mailto:peter.richmond@halton.gcsx.gov.uk))

Direct line - 0151 511 7003  
Switchboard 0303 333 4300