



Privacy Notice - Workforce

Privacy Notice (How we use workforce information)

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 our workforce.

We, Hollinswood Primary School & Nursery, Dale Acre Way, Hollinswood, Telford, Shropshire, TF3 2EP, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Robert Montgomery (see 'Contact us' below).

The categories of school information that we process

These include:

- Personal information (such as name, date of birth, marital status, gender, employee or teacher 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)
- Contact details including next of kin and emergency contact numbers
- Salary, pension, and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in an application form or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Copy of driving license and/or Passport
- Photographs
- Data about your use of the school's information and communications system
- We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
 - Race, ethnicity, religious beliefs, sexual orientation, and political opinions
 - Trade union membership
 - Health, including any medical conditions, and sickness records

This list is not exhaustive, to access the current list of categories of information we process please see

<http://www.hollinswoodprimary.co.uk/our-school/gdpr>



Why we collect and use workforce information

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
- d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) Support effective performance management
- f) Allow better financial modelling and planning
- g) Enable equalities monitoring
- h) Improve the management of workforce data across the sector
- i) Support the work of the School Teachers' Review Body
- j) To provide appropriate medical care

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

We process this information under **Article 6 (1) (c) – Legal obligations**, **Article 6 (1) (d) – Vital interests** and **Article 9 (2) (b)(c)(d)** of the GDPR 2018 and wider United Kingdom legislation.

Collecting workforce information

We collect personal information via

- HR new starter forms,
- Payroll forms,
- Occupational health forms,
- Right to work in the UK forms,
- Childcare disqualification forms,

The above are sent to T&W at the start of employment. The information is held in the staff personnel file both as a hard copy and electronically.

Workforce data is essential for the school's / local authority'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.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [GDPR | Hollinswood Primary School and Nursery](#)



Who we share workforce information with

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE)

Why we share school workforce information

We do not share information about our 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 children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

- Maintained schools share data for the school workforce census

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 [government security policy framework](#).

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 **Donna O'Reilly (School Business Manager) either in writing or by email to A2200@taw.org.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

Hollinswood Primary School & Nursery



→ 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 the Department for Education (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 **Donna O'Reilly (School Business Manager) either in writing or by email to A2200@taw.org.uk**

Alternatively you can contact our **Data Protection Officer, Rob Montgomery, 01952 383103 or by emailing IG@telford.gov.uk**

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 **19th June 2023**.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Donna O'Reilly (School Business Manager) or Robert Montgomery (Data Protection Officer) by email to IG@telford.gov.uk**



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

Hollinswood Primary School & Nursery



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>