

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

This document provides insight into how we use information about school staff including supply teachers, volunteers and job applicants. For job applicants and volunteers, information will only be collected where it is relevant to their role.

### **The categories of school workforce information that we process, include:**

- Personal information (such as name, DOB, employee or teacher number, national insurance number, contact details, next of kin details, payroll/banking details for paid staff, DBS checks)
- Special categories of data including characteristics information such as gender, age, ethnic group, trade union membership (only where deductions are made directly from the payroll system)
- 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)
- Relevant medical information
- CCTV images
- Information relating to the performance of paid staff
- Declarations about suitability to work relating to the Childcare (Disqualification) Regulations

### **Why we collect and use this information**

We use school workforce data to:

- Enable individuals to be paid and inform HMRC and pensions administrators
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Provide information for emergencies (nominal roll)

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

We process this information to comply with the Education Act 1996 and under the 2018 GDPR Articles below, as included in the Data Protection Act 2018:

- 6(c) processing is necessary for compliance with a legal obligation to which the controller is subject
- 6(e) 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
- 9(b) 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.

### **Collecting this information**

Workforce data is essential for the local authority's operational use. Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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.

We collect personal information via job applications forms, staff contract forms and annual data checking forms.

## **Storing this information**

We hold school workforce data on local and cloud-based computer systems, as well as on paper, which is kept in a locked cabinet. There are strict controls on who can see your information. We will hold data for a long as necessary in line with our retention schedule, after which the information will be securely destroyed.

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

We routinely share this information with:

- our payroll provider
- our Local Authority
- the Department for Education (DfE)
- our occupational health provider

## **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 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 workforce members with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Payroll provider**

Your data will be held by our payroll provider to enable us to process payments to you. For Supply Teachers only, personal data may also be viewed by authorised persons in other schools in the Wokingham Borough Council area that use the Selima system.

### **Occupational health provider**

Your data will be shared with our occupational health provider for the purposes of recruitment or support where consent has been given for these specific purposes

## **Data collection requirements**

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The 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. For more information about the DfE data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the 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, please contact the school using the details at the end of this document.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not 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 [Make a complaint | ICO](#)

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link: <http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection/>

## **Further information**

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer  
Mrs Yvonne Smith [y.smith@holt.wokingham.sch.uk](mailto:y.smith@holt.wokingham.sch.uk)

Data Manager  
Mrs Anna Harrington – [a.harrington@holt.wokingham.sch.uk](mailto:a.harrington@holt.wokingham.sch.uk)