

# Privacy Notice Crosby on Eden CE Primary School

## (How we use School Workforce Information)

### The categories of school information that we process include:

- personal information (such as name, DOB, contact details, employee or teacher number, national insurance 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)
- Record of successful DBS check on Single Central Register
- Payroll information
- Emergency Contact information
- Relevant medical information

Details of the data that we hold on you can be accessed through the Information asset register which is held at the school please ask the Headteacher for details.

### Why we collect and use workforce information

We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed  
*6(1)(e) 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(2)(b) Necessary to meet obligations under employment, social security or social protection law, or a collective agreement*
- inform the development of recruitment and retention policies  
*6(1)(f) Necessary for legitimate interests of the controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject. 9(2)(f) For the establishment, exercise or defence of legal claims or court judicial capacity*
- enable individuals to be paid  
*6(1)(b) Necessary for the performance of a contract with the data subject or to take steps to enter into a contract 9(2)(b) Necessary to meet obligations under employment, social security or social protection law, or a collective agreement*
- Keep records of any workforce illness  
*6(1)(c) Necessary for compliance with a legal obligation 9(2)(h) For preventative/occupational medicine; assessing work capacity of an employee, medical diagnosis, providing health/social care/ treatment or management of healthcare services under EU/National law or contract with a health professional.*
- To improve public health e.g. we report contagious infections (COVID-19) to Local Authority Public Health, District Council Environmental Health Departments and Public Health England as required.  
*6(1)(e) 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(2)(c) Necessary to protect the vital interests of a data subject*

### Collecting workforce information

We collect personal information via

- Letter of Application and Application Forms
- References

- Banking details supplied by Data subject/Nat insurance no.
- DBS
- Child Disqualification Declaration
- Data subject declaring medical information

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 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. This retention schedule is available from the School Business Manager on request.

Workforce information is safely stored on the School network and is protected by password and encryption where necessary. Any hard copies are stored in locked filing cabinets and offices. Where staff details are passed to a third party e.g. those who organise our payroll, this is also done through secure password and encryption protected means.

## Who we share workforce information with

We routinely share this information with:

- The Department for Education (DfE)
  - Register System
  - IT Support
  - Accountants
  - Payroll Providers
  - Pension Providers
  - Absence Insurers
  - Health & Safety Consultants
- Cumbria County Council, the NHS, District Councils (Environmental Health) and Public Health England in order to support COVID-19 testing, contact tracing and outbreak management.

## 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.

### 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 pupils with the (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 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 Mrs L. Wood ([admin@crosby-on-eden.cumbria.sch.uk](mailto:admin@crosby-on-eden.cumbria.sch.uk)) or our DPO Mr. G. Barr ([dpo@crosby-on-eden.cumbria.sch.uk](mailto:dpo@crosby-on-eden.cumbria.sch.uk))

You also have the right to:

- ask for us to access to information that we hold on you
- 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 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
- a right to seek redress, either through the ICO, or through the courts
- withdraw your consent if consent is the basis by which we hold your data. You can do this by contacting the named persons below

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 DfE, please see the 'How Government uses your data' section of this notice.

## Last updated

We may need to update this privacy notice periodically so we recommend that you visit this information from time to time. This version was last updated on 16 September 2020.

## Contact

If you would like to discuss anything in this privacy notice, please contact Mrs L. Wood ([admin@crosby-on-eden.cumbria.sch.uk](mailto:admin@crosby-on-eden.cumbria.sch.uk)) or our DPO Mr. G. Barr ([dpo@crosby-on-eden.cumbria.sch.uk](mailto:dpo@crosby-on-eden.cumbria.sch.uk))

## 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

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.

To contact the department: <https://www.gov.uk/contact-dfe>

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're 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're 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>