



The Southwater Infant Academy

“Growing, Learning and Succeeding Together”

Privacy Notice (How we use school workforce information)

We process personal data relating to those we employ to work at, or otherwise engage to work at, our academy. This is for employment purposes to assist in the running of the academy and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of 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; and
- supporting the work of the School Teachers' Review Body

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, age, gender, employee or teacher number, national insurance number)
- special categories of data including characteristics information such ethnic group or medical information to ensure the safety and wellbeing of the staff member
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- disciplinary issues and action taken
- qualifications and training undertaken (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
- inform the professional development and performance management of staff

The lawful basis on which we process this information

We process this information under the following legal bases, as outlined in Article 6 and Article 9 of the GDPR:

- it is necessary for the performance of a contract to which the data subject is party
- consent has been given to the processing of the data
- it is necessary for compliance with legal obligations that we have
- it is necessary for the performance of a task carried out in the public interest
- to comply with legal obligations in the field of employment and social security and social protection law
- to protect the vital interests of an individual
- it is necessary for the purpose of legal claims
- for reasons of substantial public interest
- for reasons of public interest in the area of health

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 at the point of collection 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 personal data for no longer than necessary in relation to the purposes for which it was collected.

Information will be held in accordance with our school retention schedule, which is based upon the guidance available in the Information and Records Management Society Tool Kit for Schools.

Our retention schedule is currently under revision, and will be available on our website when completed. Should you have any queries regarding data retention in the meantime, please contact the academy office.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Dataplan
- Teachers Pensions
- Local Government Pensions

This information is shared for compliance with legal obligations that we have, under Article 6 of the GDPR regulations.

Why we share school workforce information

We do not share information about workforce members 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.

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 the academy Office Manager, Mrs Sharon Ashbolt.

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/>

Data Protection Officer

Peter Questier (East Sussex County Council, Information Governance Team. Children's Services)

However, please contact the school in the first instance if you have a query regarding this privacy notice or how your information is used.

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