



*Perryfields Junior  
School*

# Privacy Notice

## School Workforce and Volunteers

This privacy notice explains how we collect, process and manage information for the school workforce. That includes:

- employed members of staff
- volunteers, including trustees and governors
- trainee teachers, apprentices and work experience/workplace placements

**The categories of school workforce information that we collect, process, hold and share includes, but is not restricted to:**

- 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)
- medical information
- bank details for payroll purposes
- other personal information
- references
- other business interests
- CCTV, photos and video recordings of you are also personal information.

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

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- 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 Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

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

We must make sure that information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

### **Collecting this information**

We collect personal information via: application form; business interest form; DBS application, online searches on shortlisted applicants (prior to interview) and other data collection forms.

Workforce data is essential for the school's operational use. 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 whether you are required to provide certain school workforce information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

### **Storing this 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 our website <http://www.perryfields-jun.essex.sch.uk/policies.html>

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

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- agencies regarding safeguarding and protection for children and vulnerable adults
- payroll and HR services
- governor services
- legal advisers
- insurance providers
- HMRC
- Pension providers
- health professionals
- our auditors
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### **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)**

We share personal data with the Department for Education (DfE) via various statutory data collections. 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 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 the 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 of this privacy notice.

### **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 Data Protection Officer (SBM Services) at Perryfields Junior School – [admin@perryfields-jun.essex.sch.uk](mailto:admin@perryfields-jun.essex.sch.uk)

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 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/>

### **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 the Data Protection Officer (SBM Services) at Perryfields Junior School – [admin@perryfields-jun.essex.sch.uk](mailto:admin@perryfields-jun.essex.sch.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 6<sup>th</sup> March 2024.

**Further information**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer (SBM Services) at Perryfields Junior School – [admin@perryfields-jun.essex.sch.uk](mailto:admin@perryfields-jun.essex.sch.uk)

**More information about Data Protection and our Policies**

How we manage the data and our responsibilities to look after and share data is explained in our Data Protection policy and connected policies which are also available on our website.

*This notice is based on the Department for Education's model privacy notice for the school workforce and is amended to reflect the way we use data in the Trust and our school.*

## **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.

## **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>

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