Workforce Privacy Notice (How we use your information)

This notice is aimed at staff within Hawthorn Primary School, school governors and anyone who is carrying out work on behalf of Hawthorn Primary School where we are required to hold their personal information.

The categories of information that we collect, hold and/or share include but are not limited to (where applicable)

- personal information (such as name, employee or teacher number, national insurance number, address)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles, payroll, and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Performance management data (such as appraisal/observation records)
- Medical information

We use the workforce information 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
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Provide access to third party solutions to dispense your professional duties
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of Hawthorn Primary School Teachers' Review Body

The lawful basis on which we use this information

We collect and use your information under the Data Protection Act 2018 (sometimes referred to as UKGDPR article 6, and article 9.

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose.

Collecting your information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. This data will be collected upon commencement of your involvement with Hawthorn Primary School.

Storing your data

We hold your data if it is lawful for us to do so in accordance with retention guidance taken from the DFE recommended source which is the IRMS toolkit. Should a document not be listed in this toolkit then Hawthorn Primary School will keep a record of why this data is being retained and will produce upon request. Where Hawthorn Primary School does not follow the guidance within this toolkit, Hawthorn Primary School have their own retention document which can be provided upon request.

Any data that we are no longer required to hold lawfully is deleted/destroyed in accordance with Hawthorn Primary School's disposal guidance policy.

Who we share your information with

We routinely share information with:

- Our local authority.
- The Department for Education (DfE)
- If Hawthorn Primary School is a member of an academy trust, then we may where appropriate share pupil information with the trust.

Third Party Companies/Partners who are assisting Hawthorn Primary School or enhancing a child's education. A list of such companies/partners can be provided upon request. These are not added to the privacy notice due to their fluid nature.

- Where required Hawthorn Primary School will ensure that a data processing agreement is in place.
- We will ensure that a Privacy Impact Assessment (PIA) is carried for any new system that Hawthorn Primary School acquires.
- We will ensure that if any personal data is transferred to a country that the UK deem to not have adequate data protection laws that a Standard Contractual Clause (SCC) is in place.

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 Hawthorn Primary 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 section 5 of the Education (Supply of Information about Hawthorn Primary School Workforce) (England) Regulations 2007 and amendments.

All data is transferred to the DFE securely and held by the DFE under a combination of software and hardware controls which meet the current government security policy framework. government security policy framework.

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 Hawthorn Primary 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 the 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.

Requesting access to your personal data (Subject Access Request)

Under data protection legislation, you have the right to request access to information about yourself that we hold.

Hawthorn Primary School have 30 calendar days to respond to a subject access request. However, this can be extended by a further two months if required.

To make a request for a subject access request please contact Hawthorn Primary School.

You also have the right to the following:

- in certain circumstances to be able 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 (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.
- Have inaccurate/incomplete personal data rectified.
- In certain circumstances restrict processing (i.e. permitting its storage but no further processing), request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- a right to seek redress, either through the ICO or through the courts.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can

contact the Information Commissioner's Office: · Report a concern online at https://ico.org.uk/concerns/

· Call 0303 123 1113

· Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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 are unhappy with the way we use your personal data then please contact Hawthorn Primary School.

Contact

If you would like to discuss anything in this privacy notice, please contact Hawthorn Primary School who will in turn contact Hawthorn Primary School's data protection officer. We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time.