

## Privacy Notice (How we use workforce information)

Under data protection law, individuals have a right to be informed about how the school and Multi-Academy Trust (MAT) uses any personal data that we hold about them. Under data protection law, individuals have a right to be informed about how our schools use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **our workforce**.

Swift Academies is the Data Controller for the use of personal data in this privacy notice.

**Our data protection officer is Mrs S Jones, Trust Business Manager and is contactable on:**  
[ajs@swiftacademies.org.uk](mailto:ajs@swiftacademies.org.uk)

### The categories of school information that we process

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, employee or teacher number, DBS number, national insurance number, date of birth, identification documents, marital status)
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process
- Bank account details
- Next of kin and emergency contact information
- 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)
- relevant medical information
- performance information
- qualifications (and, where relevant, subjects taught)
- CCTV images captured at school (if applicable)
- Biometric data (identification system for school administration purposes such as cashless catering)

### Why we collect and use workforce information

We collect and use workforce data to:



[www.hurworthschool.org.uk](http://www.hurworthschool.org.uk)

Head of School: Miss N Peaker BSc (Hons)



[www.longfield.uk.com](http://www.longfield.uk.com)

Head of School: Mr N Lindsay BA (Hons)



[www.therydalacademy.co.uk](http://www.therydalacademy.co.uk)

Head Teacher: Mr J Armitage BEd (Hons) NPQH

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safe recruitment as part of our safeguarding obligations
- e) support effective performance management
- f) allow better financial modelling and planning

Under the General Data Protection Regulation (GDPR) we only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

### **Collecting workforce information**

We collect personal information via application and recruitment forms, staff induction forms, and annual data collection forms.

Workforce data is essential for the school'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 and we will tell you what you need to do if you do not want to share this information with us.

### **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention and destruction policy.

## Who we share workforce information with and why

We do not share information about you with any third party without your consent unless the law allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Department for Education – we share personal data with the Department for Education (DfE) on a statutory basis.
- Multi-Academy Trust – to allow the business to function, such as sharing information with HR and finance teams
- Our regulator [e.g. Ofsted] – to meet our legal obligations to share certain information during the inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors – to enable them to provide the service we have contracted them for
- Trade unions and associations – to support you during employment processes
- Health authorities – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as child protection information
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information
- Professional bodies - to meet our legal obligations to share certain information with them

## Department for Education

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 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 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 our Data Protection Officer, Mrs S Jones, on [sjs@swiftacademies.org.uk](mailto:sjs@swiftacademies.org.uk)

Depending on the lawful basis, you may 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
- 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 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 DfE, please see the 'How Government uses your data' section of this notice.

### 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 in the first instance by contacting our Data Protection Officer Mrs S Jones: [sjs@swiftacademies.org.uk](mailto:sjs@swiftacademies.org.uk)

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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 DfE, please see the 'How Government uses your data' section of this notice.

### How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:



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- 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>

### 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 on 8<sup>th</sup> October 2019