

# Great Torrington School

## School Workforce Privacy Notice



### How we use school workforce information

Great Torrington School is the data controller for personal staff information provided to us. Our primary reason for using workforce personal information is to provide them with employment.

The school determines the purpose and manner in which personal data relating to staff is processed.

In some cases, your data will be processed by a third party to further support your employment. In these instances, the same level of data protection standards that Great Torrington School upholds is required of the processor.

Mr Jon Buss is the Head of Operations and the Data Protection Officer (DPO). His role is to oversee and monitor the schools' data protection procedures. The DPO can be contacted on 01805 623531 or via [dpo@gts.devon.sch.uk](mailto:dpo@gts.devon.sch.uk)

### What data is collected?

The categories of staff information that the school collect, holds and shares include the following:

- 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)
- Photographs
- CCTV images

### Why we collect and use this information?

We collect and use the personal data of staff in order to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Performing the contract of employment (or services) between us
- Complying with any legal obligation
- Enable individuals to be paid
- Safeguard staff
- Monitor workforce wellbeing
- Celebrate staff, pupil and GTS, success

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

Great Torrington School collects and uses personal data relating to staff in order to meet legal requirements and public interests set out in the GDPR and UK law, including those in relation to the following:

- The Education Act 1996
- Contractual requirements
- Employment checks (e.g. right to work in the UK)
- Salary requirements
- Article 6 – Lawfulness of Processing – under GDPR, with specific reference to Public Task and Contract
- Article 9 – Processing Special Personal Data – under GDPR, with specific reference to Legitimate Interest and Consent, in addition to those referenced above for Article 6

### Collecting workforce information

Whilst the majority of workforce information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Bill (GDPR), we will inform you whether you are required to provide certain workforce information to us or if you have the option to refuse.

### Storing workforce data

Personal data relating to staff at Great Torrington School is stored in line with the schools Data Protection Policy.

In accordance with the Data Protection Bill (GDPR), the school does not store personal data indefinitely. Data is stored in line with our Data Retention Policy.

### Who do we share school workforce information with?

We routinely share this information with:

- Devon County Council (for Payroll and HR services)
- The Department for Education (for Census)
- Our Chosen Pension Provider, currently Peninsular Pensions and Teachers Pensions (for Pension services)
- Companies House (for statutory company registration details)
- Occupational Health (for staff wellbeing)
- Be Mindful (for staff wellbeing)
- CPOMS (for safeguarding purposes)

### Why we share school workforce information

We do not share information about workforce member with anyone without consent unless the law and our policies allow us to do so.

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.

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.

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.

### 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 DfE including the data that we share with them, please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE 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 DfE 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 DfE data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE, please visit:

<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 yourself that we hold. To make a request for your personal information, please contact our Data Protection Officer, Mr Jon Buss via [DPO@gts.devon.sch.uk](mailto:DPO@gts.devon.sch.uk)

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

### **Contact:**

If you have a concern about the way we are collecting or using your personal data, or if you would like to discuss anything within this privacy notice, please contact our Data Protection Officer, Mr Jon Buss via [DPO@gts.devon.sch.uk](mailto:DPO@gts.devon.sch.uk) in the first instance. Alternatively please contact the Information Commissioner's Office (ICO) via <https://ico.org.uk/concerns/>