



# The Federation of Spixworth Schools

GDPR Privacy Notice – Workforce

Agreed by Governing Body: Autumn 2020

To be reviewed: Autumn 2022

Group Responsible: Full Governors

# GDPR privacy notice for the school workforce

The purpose of this privacy notice is to communicate how The Federation of Spixworth Schools collects, uses and processes personal data relating to the school workforce. This complies with the General Data Protection Regulation (GDPR) that came into effect on 25 May 2018.

## The school workforce

### Who processes your information?

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The administration officer acts as a representative for the school with regard to its data controller responsibilities; they can be contacted as follows:

Spixworth Infant School - 01603 898483 or [office@spixworth.norfolk.sch.uk](mailto:office@spixworth.norfolk.sch.uk)

Woodland View Junior School – 01603 898292 or [office@woodlandview.norfolk.sch.uk](mailto:office@woodlandview.norfolk.sch.uk)

James Wright is the data protection officer. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR. The data protection officer can be contacted on 07765 252131 or [james@4msl.com](mailto:james@4msl.com).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### The lawful basis for why we need your information?

The Federation of Spixworth Schools have the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- 

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences.

## **GDPR Privacy Notice for the school workforce**

This includes the following:

Employment checks:

Failure to provide the school with ample proof of a right to work in the UK will prevent employment at The Federation of Spixworth Schools.

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

### **Which data is collected?**

The personal data the school will collect from the school workforce includes 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).

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the 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.
- Supporting the work of the school teachers' review body.

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.

## **GDPR Privacy Notice for the school workforce**

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent. Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP.

### **How is your information shared?**

The Federation of Spixworth Schools will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE.

### **How long is your data retained for?**

Staff members' personal data is retained in line with The Federation of Spixworth School's Retention Schedule.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that The Federation of Spixworth Schools holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how The Federation of Spixworth Schools process their personal data.

### **How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website to view our GDPR Data Protection Policy and Records Management Policy or the Gov.UK website.