



# **Loughton School**

## **Privacy Notice for Staff**

## **How the school uses information about those employed to teach, or work, at the school**

Loughton School needs information about its staff to fulfil its obligations as an employer, and to run the school effectively. We also have to pass some information to the national government (Department for Education). This notice describes what we collect, use and share (process) and why and what you should do if you have concerns about how the school is handling information about you.

### **The categories of school workforce information that we process include:**

- Contact information
- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract and payroll information (such as start date, hours worked, post, roles, salary information, bank details)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information and information about any health conditions
- photographs and images

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

- We process personal information relating to those we employ or otherwise engage to work at our school. This is for employment purposes, to enable the school to be organised and run effectively and to enable individuals to be paid.
- We process personal information about applicants for vacancies to assess suitability for vacant roles and to complete employment contracts between the school and its employees.
- We display your name and role on the school website for security and school information purposes. We sometimes use photos for school publicity and newsletters. If you do not want your photo to be used in this way please inform the headteacher.
- Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are to perform our part of the employment contract, to fulfil legal obligations and to enable the school to perform its role as a school effectively. In addition, we collect some information about you that is classed as special category data to enable the school and the government to perform equal opportunities monitoring as part of its obligation under UK equality law, and information about health to perform our duties as an employer. If we obtain criminal offence information, as part of our safeguarding duties, we do so as an official obligation under law.

### **Collecting workforce information**

We collect personal information via the recruitment process and other information that is requested from you from time to time or recorded as part of your staff record.

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 the UK 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 any such information with us.

### **Storing workforce information**

We hold data securely for the set amount of time shown in the school's data retention schedule. We store information on the school's computer system and in paper files that are locked away when not in use. For more information on our data retention schedule and how we keep your data safe, please contact the school's Finance and Personnel Manager.

We sometimes outsource services involving your information, such as payroll. When we do this, we ensure that the service provider has adequate security in place and complies with UK data protection legislation.

### **Who we share workforce information with**

We are required by law to pass on some of your personal information to the Department for Education (DfE). We are required to share information about our school employees with the DfE and the Local Authority (Milton Keynes) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. This is for analysis of the education sector workforce to assist in planning and monitoring.

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](#).

To find out more about the data collection requirements placed on us by the Department for Education please see the section 'How the Government uses your data'

We also share some information with organisations we have engaged to provide services to the school, including:

Strictly Education – for payroll, human resources services and internal audit

Streets Chartered Accountants – external auditors

Pension schemes – Teachers Pensions and LGPS, to set up your membership and ensure appropriate contributions are made

Harrington Bates – for staff absence insurance purposes

We also share your name with various teaching and curriculum application providers when we set up school accounts, for their effective use.

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

### **Your Rights**

Under data protection legislation you have the following rights in relation to the personal data the school holds on you:

- to request access to the information the school holds on you. If you wish to do this please contact the headteacher
- to have your personal data rectified, if it is inaccurate or incomplete

- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing and processing for the purpose of scientific/historical research and statistics (the school does not currently use data for these purposes)
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you (the school does not currently make automated decisions about its staff)

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with the school's Financial Resource Manager in the first instance. If your concern is not addressed to your satisfaction please then contact the school's Data Protection Officer (details below). If you are not happy with the outcome you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to your personal information held centrally by DfE, please see 'How the Government uses your data' page that is attached to this notice.

## Contact

If you would like to discuss anything in this privacy notice, please contact the school's Financial Resource Manager in the first instance. If you prefer, you can contact our independent Data Protection Officer, Beverley Midwood, either via the school office or by email to [beverleydpservices@gmail.com](mailto:beverleydpservices@gmail.com)

*This notice is based on the DfE's model privacy notice for school workforce July 2021. Loughton School version updated 2023.*

## How Government uses your data

The workforce data that we (Loughton School) 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.

Information on when and how the DfE may share information about people in the education sector can be found at <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### How to find out what personal information DfE hold about you

Under data protection legislation, you are 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>

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