



Loughton School Privacy Notice for School staff

How we use your information

The categories of school workforce information that we collect, process, hold and share include:

- personal information such as name, address, employee or teacher number, national insurance number
- sensitive data including characteristics' information such as gender, age, ethnic group, medical conditions
- contract information such as start dates, hours worked, post, roles and salary information
- bank details
- work absence information such as number of absences and reasons
- qualifications and, where relevant, subjects taught

Most of this information is collected during the recruitment process and is for employment purposes to assist in the running of the school and/or enable individuals to be paid.

Why we collect and use this information

We use school workforce data to:

- improve the management of workforce data across the sector
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- support the work of the School Teachers' Review Body

The lawful basis on which we process this information

We process this information as a statutory obligation, to assess suitability and to complete employment contracts between the school and its employees. We record criminal offence information in an official capacity.

Collecting this information

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.

Storing this information

We hold school workforce data for a varying length of time depending on what the information is and according to the school's data retention policy.

Who we share this information with

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. We are required by law or school policy, to pass on some of the personal data to:

- our local authority - Milton Keynes Council
- the Department for Education (DfE)
- our payroll provider and internal auditors - Strictly Education
- our external auditors – Streets Chartered Accountants
- Teachers' Pensions
- our Local Government Pension Scheme (LGPS) - Buckinghamshire County Council
- our staff absence insurers – Harrington Bates
- Marvellous Me – pupil behaviour app
- Timetable Rockstars - maths software
- Testbase – pupil assessment software

Transferring information overseas

We will not transfer any personal information outside the European Economic Area (EEA) without obtaining specific consent.

Why we share school workforce information

Local authority

We are required to share information about our employees with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

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 of educational attainment.

Strictly Education

We share personal data with the school's payroll provider, Strictly Education, to enable employees to be paid and to receive certain benefits e.g. maternity and sick pay. Data is also shared as part of the internal audit process, carried out as school policy.

Streets Chartered Accountants

We are required to share information relating to pay and pensions with the school's external auditor, Streets Chartered Accountants, as part of the annual statutory audit and preparation of final accounts.

Teachers' Pensions

Teachers' payroll data is shared with Teachers' Pensions to ensure monthly payment of pension contributions, to inform of members joining and leaving the scheme and to assist with the annual pension return.

Buckinghamshire County Council

Support staff payroll data is shared with Buckinghamshire County Council to ensure monthly payment of LGPS contributions, to inform of members joining and leaving the scheme and to assist with the annual pension return.

Harrington Bates

We share some personal data with our staff absence insurers, Harrington Bates, including employment contract details, age and sickness absence, to perform an insurance contract with the school.

Marvellous Me, Timetable Rockstars and Testbase

We share staff names with these applications to enable their effective use.

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

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

Further information

If you would like to discuss anything in this privacy notice, please contact:

- A member of our office team on 01908 665971
- Our GDPR governor Matthew Haughton on haughtonm@loughton.school or
- Our data protection officer Beverley Midwood on beverleydpservices@gmail.com