



**Perryfields High School And Sixth Form
Specialist Maths And Computing College**
'Together We Achieve Excellence'



Privacy Notice (How we use school workforce information)

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling 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; and supporting the work of the School Teachers' Review Body

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

- 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)
- relevant medical information
- next of kin and alternative contact details
- CCTV for the purpose of monitoring school facilities and safeguarding

Why we collect and use this information

We collect and use staff data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- administer school property
- maintain our own accounts and records
- carry out fundraising
- support staff training
- provide appropriate pastoral care
- assess the quality of our services
- comply with the law regarding data sharing

The lawful basis on which we process this information

We process this information under the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR)

The categories of staff information that we collect, hold and share include:

The categories of staff information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Photographs
- Education details
- Employment details
- Financial details
- Absence and holidays
- Disciplinary records
- CPD information
- Relevant medical and dietary information

Collecting this information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

If you require more information about how we and/or the DfE store and use your personal data, please visit.

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Storing this information

We hold school workforce data while they are on roll. The network account is deleted when the member of staff leaves the school. Any other data required for legal purpose will remain on file and archived for a period of 6 years after termination of contract.

For further information on this please see section 2 of The Limitation Act 1980:

<http://www.legislation.gov.uk/ukpga/1980/58/contents?view=plain>

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Education, training, careers and examining bodies
- School staff and boards
- Family, associates and representatives of the person whose personal data we are processing
- Financial organisations
- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Financial organisations
- Security organisations
- Press and the media
- School trips organisations
- Third party data processors, an extension to the Schools MIS. See Appendix.

Why we share school workforce information

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

Local authority

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.

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 educational attainment.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (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 Department for Education 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

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 department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <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 you that we hold. To make a request for your personal information, contact Steve Gibson, Senior Assistant Head Teacher.

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

Further information

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

Steve Gibson
Senior Assistant Head Teacher
Perryfields High School

Appendix

Third party data processors, an extension to the Schools MIS;

- Schoolcomms - <https://schoolcomms.com/>
- CRB Cunninghams – <http://crbcunninghams.co.uk>
- Micro Librarian Systems: Eclipse - <https://www.microlib.co.uk/products/Eclipse.aspx>
- Sisra Analytics - <https://www.sisra.com/>
- BlueSky - <http://blueskyeducation.co.uk/>
- Pindigo - <https://login.pindigo.co.uk/>
- ClassCharts - <https://www.classcharts.com/>
- Frog VLE - <https://www.frogeducation.com/>
- Inentry - <https://inentry.co.uk>
- Microsoft O365
- Call Parents - <https://www.the-contactgroup.com/products/call-parents/>
- Parents Evening System - <https://www.parentseveningsystem.co.uk/>
- Truancy Call - <https://www.the-contactgroup.com/products/truancy-call/>
- Looked After Children – Sandwell Council
- Trustnet - <https://www.trustnet.pro/>
- MyMaths - <https://www.mymaths.co.uk/>
- Kerboodle - <https://www.kerboodle.com>