

Including Sandleford, our Early Years Foundation Stage provision

## Privacy Notice

### How we use school workforce information

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

- personal information (such as name, address, contact phone numbers, emergency contact, employee or teacher number, national insurance number, bank account details, pension membership)
- 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)
- performance management information (such as induction, probation, appraisal)
- qualifications and training (and, where relevant, subjects taught)
- Disclosure & Barring Service identification evidence (eg. passport, driving licence), DBS certificate, certificate number, barred list check, other checks as required under Safer Recruitment in Schools guidelines eg. employment references.

### Why we collect and use this information

We use school workforce 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
- facilitate pension contributions
- facilitate procedures linked to or affecting pay eg. Statutory Sick Pay
- enable and evidence safer recruitment

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

We process this information under statutory guidance for safer recruitment published by the Department for Education (DfE), Keeping Children Safe in Education - September 2016 (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

Performance of a Contract of Employment or a Contract for Services; Employment Rights Act 1996 (as amended).

Statutory returns and census (such as HMRC Annual Hours and Earnings).

Charity Commission and Companies Act 2006 rules and regulations.

### 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 six years after leaving.

### Who we share this information with

We routinely share this information with:

- our payroll processing provider
- staff pensions providers and administrators

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- staff benefit administrators (such as childcare vouchers scheme, group life assurance)
- HMRC
- Financial auditor

### **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.

### **Payroll**

We are required to share information about remuneration to comply with statutory returns such as Real Time Information (RTI).

### **Pension and Staff Benefit Providers**

We are required to share information about workforce members with the administrators of staff benefits to ensure accurate allocation of pension contributions and to validate insurance schemes.

### **Auditors**

We are required to provide access to data for financial auditing purposes.

### **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 the Bursar.

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 the Bursar.