

Privacy Policy Notice Primary Staff

**(How we use school
workforce information)**

Swanbourne CE School
Mursley CE School
Drayton Parslow Village School
Kingfishers Nursery (Mursley)

(In this policy known as the Three Schools)



This policy agreed by the Governing Body– **May 2018**

Date of this review – **July 2025**

This policy is to be reviewed by – **July 2026**

(Copies of this policy are available for staff, parents, visitors and volunteers on request from the school office)

Privacy Notice (How we use school workforce information)

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

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 and trade union membership
- contract information (such as start dates, hours worked, post, roles, performance management and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- contact information including address, email, phone numbers and next of kin
- payroll information
- DBS information

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
- safeguarding and child protection
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development

The lawful basis on which we process this information

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 will hold your personal information for 6 years in line with IRMS (Information Records Management Service) personnel retention record keeping guidelines. Please follow the link below for more information on records management.

<http://irms.org.uk/page/SchoolsToolkit>

Who we share this information with

We routinely share this information with:

- Buckinghamshire County Council
- Department for Education (DfE)
- Buckinghamshire County Council Schools Financial Services
- Commissioned providers of personnel and payroll services Buckinghamshire County Council
- The Three Schools Federation – Including the Governing Body
- Training Providers (e.g. Buckinghamshire Learning Trust and ODBE)

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>

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

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, In the first instance please contact the School lead below.

| Position | Name | Email | Phone |
|-------------------------|------------|--|--|
| School lead | David May | office@swanbourneceschool.org office@mursleyceschool.org office@draytonparslowschool.org | 01296 720295 01296 720305 01296 720306 |
| Data Protection officer | Turn IT on | dpo@turniton.co.uk | 01865 597620 (option 3) |

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

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

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

Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School lead below:

| Position | Name | Email | Phone |
|-------------------------|------------|--|--|
| School lead | David May | office@swanbourneceschool.org office@mursleyceschool.org office@draytonparslowschool.org | 01296 720295 01296 720305 01296 720306 |
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Policy update information

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

| Review date | Reviewed by |
|--------------------------------|-------------|
| 02-05-2018 | turn IT on |
| 3 rd May 2019 | David May |
| 2 nd May 2020 | David May |
| 29 th April 2021 | David May |
| 4 th September 2022 | David May |
| 6 th September 2023 | David May |
| 8 th September 2024 | David May |
| 27 th July 2025 | David May |