# Baguley Hall Primary School Workforce

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# Privacy Notice

# Privacy Notice (How we use workforce information)

This privacy notice explains how Baguley Hall Primary School collects, processes, holds and shares personal data about individuals we employ to work at our school, in line with our statutory responsibilities

## The categories of school information that we process

These include:

* personal information (such as name, employee or teacher number, national insurance number)
* characteristics information (such as, sex, age, ethnic group)
* contract information (such as start date, hours worked, post, roles and salary information)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)
* details of any disciplinary or grievance procedures in which you have been involved
* assessments of your performance, including performance improvement plans and related correspondence;
* information about medical or health conditions, including disability for which the organisation needs to make reasonable adjustments;
* copy of birth certificate and passport (proof of ID/right to work in UK)
* photography (for example, CCTV footage, ID cards, staff photo for the school notice board)
* data about your use of the schools’ information and communication system

This list is not exhaustive.

## Why we collect and use workforce information

We use workforce data to:

1. enable the development of a comprehensive picture of the workforce and how it is deployed
2. inform the development of recruitment and retention policies
3. enable individuals to be paid

We make sure that information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so. We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

• enable the development of a comprehensive picture of the workforce and how it is deployed (including the DFE workforce census);

• improve the management of workforce data across the education sector;

• to enable us to meet our contractual and legal obligations, • pay salaries and pension contributions

• to undertake our responsibilities for safeguarding children, including safer recruitment

• to undertake pre-employment health screening and in work healthcare referrals in order to ensure colleagues fitness to work and obtain advice on adjustments or modifications that can be made, to fit the job role and work environment to the colleague

• to provide employee services and benefits (such as Bupa and pensions)

• to provide ICT and information services (e.g. Sims, Pupil Monitor)

• provide references on request for current and former employees;

• maintain accurate and up-to-date employment records;

• support effective performance management in line with the schools’ statutory duty;

• inform our recruitment and retention policies;

• allow better financial modelling and planning; • enable equalities and equal opportunities monitoring;

• support the work of the School Teachers’ Review Body (Regulatory Body)

Under the UK General Data Protection Regulation (GDPR), the legal basis / bases on which we rely on for processing personal information for general purposes are:

• processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

• consent has been obtained from the data subject

• necessary for the performance of a contract with the data subject

• processing is necessary for compliance with a legal obligation (such as the Education Act (1996), Safeguarding of Vulnerable Groups Act (2006), and …)

In limited circumstances, we may also use personal information about you where:

• You have given us consent to use it in a certain way

• We need to protect your or someone else’s vital interests (such as a matter of life and death)

When we collect ‘special categories of personal data’ e.g. information relating to a person’s racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

## Collecting workforce information

We collect information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments (for example, team development/appraisals). In some cases, we collect personal data about you from third parties. For example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law. 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 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 this information with us.

## Storing workforce information

Data is stored in a range of different places, included in your school personnel file, on the single central record, SIMS, the IT system of the schools HR and Payroll provide, and in other IT systems (including the schools email system). The information is kept secure and is only used for purposes directly relevant to your employment.

We hold data securely for the set amount of time shown in our data retention schedule which is available on the school website

https://www.baguleyhall.manchester.sch.uk/manchester/primary/baguleyhall/staging/pages/docume ntspolicies

## Who we share workforce information with

We routinely share your personal information with the following:

• our local authority (including payroll and pensions)

• the Department for Education (DfE) • future employers (for reference information)

• communication service providers

• IT service providers to enable access to services

• Statutory bodies such as the police, courts, tribunals and HMRC

• Your family or representatives (e.g. appointed Trade Union representatives)

• Suppliers and service providers, such as occupational health services, legal advisors and Human Resources advisors 4

• Ofsted

## Why we share school workforce information

We do not share information about our 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 are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment of educational attainment.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](https://www.gov.uk/government/publications/security-policy-framework).

For more information, please see ‘How Government uses your data’ section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

## Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact **head@baguleyhall.manchester.sch.uk**

You also have the following rights:

* the right to be informed about the collection and use of your personal data – this is called ’right to be informed’.
* the right to ask us for copies of personal information we have about you – this is called ’right of access’, this is also known as a subject access request, data subject access request or right of access request.
* the right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’.
* the right to ask us to delete your personal information – this is called ‘right to erasure’
* the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
* the ‘right to object to processing’ of your information, in certain circumstances
* rights in relation to automated decision making and profiling.
* the right to withdraw consent at any time (where relevant).
* the right to [complain to the Information Commissioner](https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

* right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
* right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
* right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at [raise a concern with ICO](https://ico.org.uk/concerns/)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the ‘How Government uses your data’ section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting **head@baguleyhall.manchester.sch.uk**

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on November 2024

## Contact

If you would like to discuss anything in this privacy notice, please contact: **Kate Bulman, Headteacher**

# How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

* informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education’s (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

**How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of UK GDPR, you’re entitled to ask the Department for Education (DfE):

* 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 for Education (DfE), you should make a ‘subject access request’. Further information on how to do this can be found within the Department for Education’s (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

**DPO (Data Protection Officer) contact details:**

Shane Williams,

Global Policing,

Unit 2,

The Pavilions,

Bridge Hall Dr,

Bury BL9 7NX