



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, 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)
- payroll information
- relevant medical 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
- ensure individuals safety

The lawful basis on which we process this information

The UK General Data Protection Regulation (UK GDPR) , the Data Protection Act 2018 and the Data (Use and Access) Act (2025) are the current data protection laws in the UK. UK GDPR applies to 'controllers' and 'processors'.

The data controller determines how and why personal data is processed and the data processor processes data on behalf of the data controller. The school is the data controller. Anyone who processes data on behalf of our school is a data processor. UK GDPR applies to personal data. That is, any data that can be used to identify a person. For example, pupil records, governor records, contact lists, parents/carer records. The person who the data is about is called the data subject.

Under the UK GDPR, the data protection principles set out the main responsibilities for the school. These are that personal data must be:

- Processed lawfully, fairly and in a transparent manner in relation to individuals. There must be a recorded legal basis for processing the data, for example evidenced consent, or a legal obligation, part of a contract or the vital interests of the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. The school cannot collect the data for one reason and then use it for another.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. The school must only collect the information needed for the purpose we are using it and must not collect excess information just in case.
- The data must be kept accurate and up to date.
- The personal data must not be kept for longer than necessary. The data must have a retention period and then be deleted once that retention period has expired.
- Personal data must be held securely using appropriate technical or organisational measures to prevent unauthorised processing, accidental loss, destruction or damage.

Article 5(2) UK GDPR requires that 'the controller shall be responsible for, and be able to demonstrate, compliance with the principles'. The school must be able to demonstrate that it is complying with these data protection principles.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records,

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 as follows:

| | |
|-----------------------------------|----------------------------------------------------------------------------------|
| Copies of DBS certificates | 6 months from the date of recruitment. |
| Maternity pay records | 3 years after the end of the tax year in which the maternity pay period ends. |
| Pay records | 3 years from the end of the tax year they relate to. |
| Personnel files | 6 years from termination of employment. |
| Retirement benefits | A minimum of 6 years from the end of the year in which the accounts were signed. |

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

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 Angharad Bentley on 01254 231278

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:

Angharad Bentley

bursar@st-marys-oswaldtwistle.lancs.sch.uk

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