

Stoke Hill Federation Privacy Notice Workforce Information

GDPR partnership with SchoolPro





Privacy Notice (How We Use Workforce Information)

This Privacy Notice for academy workforce explains how and why we store personal information about those employed by the school or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR).

The Categories of Workforce Information That We process Include:

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|---|--|
| Personal Information | Name, date of birth, gender, address, email address, telephone number National Insurance number Employee or teacher number Medical conditions |
| Characteristics | Ethnicity, language, nationality, country of birth |
| Attendance Information | Sessions attended, number of absences, reasons for absence |
| Employment / Recruitment / Contract Information | References Self-Disclosure forms DBS checks Verification of the right to work in the UK Start dates Hours worked Post / roles Salary information P45 forms Pensions information |
| Other | Appraisal / Performance Management notes and reports Qualifications DBS evidence Disciplinary information Grievances |

Why We Collect and Use Workforce Information

We use workforce data to:

- Enable the deployment 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
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Stoke Hill Federation will work within the conditions of [GDPR - Article 9 of the UK GDPR](#): (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting and Storing Workforce Information

We collect personal information via personal files, Itrent and SIMs

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see our GDPR policy

Who We Share Workforce Information With

We routinely share aspects of workforce information with the following organisations. Our full Privacy Notice explains the reasons why we share data with these organisations:

- The Secretary of State
- The Department for Education (DfE)
- The Local Authority
- Stoke Hill Junior School and Stoke Hill Infant and Nursery School
- Suppliers and service providers with whom we have a contract.

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 Maria Giles.

Depending on the lawful basis used for processing data (as identified above), you may also have other rights as per the UK GDPR.

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, or with our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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 Maria Giles, Federation Business Manager.

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 19.01.23

Contact, Full Privacy Notice & How Government Uses Your Data

If you would like to discuss anything in this privacy notice, or to view our full Workforce Privacy Notice (including how the Government uses your data), please contact: our Data Protection Officer: Ben Craig DPO@schoolpro.uk.

Document Version Control Log

| Version | Date | Description of changes and person/organisation responsible |
|---------|------------|--|
| 1.0 | 20/12/2022 | Document created (SchoolPro TLC) |
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