

# **Chaddleworth St. Andrew's & Shefford CE (VC) Federated Primary Schools**

## **GDPR Privacy Notice to Staff**

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 Chaddleworth St. Andrew's and Shefford Schools Federation collects, uses and is responsible for certain personal information about you, which you have provided to us as an individual employed to teach, or are otherwise engaged to work at the schools.

When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 and we are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Gerard Strong.

### **The categories of school information that we process include:**

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, 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)
- information directly related to your employment
- relevant medical information
- information relevant to payment of salary

This list is not exhaustive, to access the current list of categories of information we process please see the school data asset register available from the data controller, Cheryl Kimber via [finance@csf.w-berks.sch.uk](mailto:finance@csf.w-berks.sch.uk).

### **Why we collect and use workforce information**

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) Support pension payments and calculation
- e) Enable sickness monitoring
- f) Enable leave payments (such as sick pay and maternity leave)
- g) Inform financial audits of the school
- h) Fulfil our duty of care towards our staff
- i) Inform national workforce policy and development

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

for the purposes of collection and use of information to meet legal requirements and legitimate interest in accordance with the legal basis of Article 6 and Article 9 (<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>) of the GDPR

In addition, concerning any special category data:

- Special category data is processed under Article 9(2)(b) of the UK GDPR, where necessary for employment, social security, and social protection law.
- section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Collecting workforce information**

We collect personal information via staff contract forms.

Workforce data is essential for the school's / local authority'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.

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 only collect the minimum personal data required and take steps to ensure all data is accurate and up to date.

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.

### **Storing workforce information**

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 contact the data controller for the school.

### **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Juniper HR Our contracted HR service provider. All processing is subject to a Data Processing Agreement under Article 28 of the UK GDPR."
- Other school within the Federation

### **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**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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.

### **Inspiration HR Ltd**

To support and facilitate the safe and lawful recruitment, appointment and employment of all staff.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#) and by Inspire HR under their GDPR Policy.

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

### **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 Data Controller, Cheryl Kimber via email to [finance@csf.w-berks.sch.uk](mailto:finance@csf.w-berks.sch.uk) or by completing the Subject Access Request form available on the school website [www.csfschools.org](http://www.csfschools.org) or from the Data Protection Officer, Gerard Strong via email to [DPO@csf.w-berks.sch.uk](mailto:DPO@csf.w-berks.sch.uk); telephone 01635 503430; by post to:

Data Protection Officer (Chaddleworth and Shefford Primary Federated School)  
Gerard Strong  
School Improvement Adviser  
West Berkshire Council Education Service  
West Street House  
West Street  
Newbury RG14 1BD

### **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
- a right to seek redress, either through the ICO, or through the courts

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/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:  
Data Controller, Cheryl Kimber via email to [finance@csf.w-berks.sch.uk](mailto:finance@csf.w-berks.sch.uk) or the  
Data Protection Officer via email to [DPO@csf.w-berks.sch.uk](mailto:DPO@csf.w-berks.sch.uk); telephone 01635 503430 or by post to:

Data Protection Officer (Chaddleworth St. Andrew's and Shefford Federated Primary Schools)  
Gerard Strong  
School Improvement Adviser  
West Berkshire Council Education Service  
West Street House  
West Street

Newbury, RG14 1BD

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Tel: 0303 123 1113 | <https://ico.org.uk>

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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 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

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.

To contact the department: <https://www.gov.uk/contact-dfe>