

# **St Paul's**

C of E Primary School



**A place to belong**

## **Staff Workforce Privacy Notice**

<b>Chair of Governors Approval:</b>	<b>Martyn Long &amp; Tom Keef</b>
<b>Headteacher Approval:</b>	<b>Sara Goyea</b>
<b>Member of Staff Responsible:</b>	<b>Caroline Clarke</b>
<b>Reviewing Committee:</b>	<b>FGB</b>
<b>Date of Adoption:</b>	<b>Sept 2019</b>
<b>Date of Review:</b>	<b>Sept 2020</b>
<b>Statutory / Non Statutory:</b>	<b>Statutory</b>

# St Paul's C of E Primary School

## *A Place to Belong*

### Our Christian Vision

Our school is a family where everyone feels safe, happy and valued, and is supported to achieve their full potential.

We will develop compassionate and caring individuals who depend on one another, are highly motivated, and have a life-long love of learning in preparation for the future.

### Our Core Values

All that we do is underpinned by the core Christian values of *Family (Koinonia), Compassion, Perseverance and Forgiveness*

*“Though we are many, we form one body, all joined together as members of the whole. We each have different gifts, according to the grace given to each of us. We must use them wisely.”*

**Romans 12:5-8**

# Privacy Notice

## **Introduction**

We, City of York Council are the Data Controller for the purposes of the Data Protection Act.

Personal data is held by the Local Authority about those employed or otherwise engaged to work at the school or Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid.

## **Privacy Notice - Data Protection Act 2018**

## **How we use school workforce information**

The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teachers' Review Body.

## **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)

## **The lawful basis on which we process this information**

We process this information under the 2018 GDPR Articles:

6 (c) processing is necessary for compliance with a legal obligation to which the controller is subject;

6 (e) 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;

9 (b) 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, in so far as it is authorised by Union or Member State law or collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and interests of the data subject.

## **Collecting this information**

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR legislation, we will inform you if you are required to provide certain school workforce information to us or if you have a choice in this.

## **Storing this information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information, please visit <https://www.york.gov.uk/privacy>

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

We routinely share this information with:

- Our local authority – City of York Council. We are required to share this information under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- The Department for Education (DfE). We share personal data with 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 this information under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

**We do not share information about our workforce members without consent unless the law and our policies allow us to do so.**

### **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 [foi@york.gov.uk](mailto:foi@york.gov.uk).

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:

[foi@york.gov.uk](mailto:foi@york.gov.uk) , telephone: 01904 554145 or write to:

Data Protection Officer  
City of York Council  
West Offices  
Station Rise  
York  
YO1 6GA

If you are unable to access these websites, please contact the LA or DfE as follows:

- City of York Council, HR, 2<sup>nd</sup> Floor, Station Rise, West Offices, York, YO1 6GA  
Website: [www.york.gov.uk](http://www.york.gov.uk)  
Email: [schoolshrbusinesscentre@york.gov.uk](mailto:schoolshrbusinesscentre@york.gov.uk)
- Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: [info@education.gsi.gov.uk](mailto:info@education.gsi.gov.uk)

Telephone: 0370 000 2288