

*Building a bright future for myself, my school and my community.*



## St Mary's Church of England Primary School

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Headteacher: Mrs. R. Cross B.Ed (Hons), NPQH

5<sup>th</sup> February 2018

Dear Staff

### Privacy Notice for Staff at St Mary's CE Primary School

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as name, contact details, National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

#### The lawful basis on which we use this information

We collect and use pupil information under:

- Data Protection Act 1998 (until 25th May 2018)
- Schedule 2(5)(b) - The processing is necessary for the exercise of any functions conferred on any person by or under any enactment
- Schedule 2(5)(d) – The processing is necessary for the exercise of any other functions of a public nature exercised in the public interest by any person
- Schedule 3(7)(b) - The processing is necessary for the exercise of any functions conferred on any person by or under any enactment
- General Data Protection Regulation (EU) 2016/679 (from 25th May 2018)
- Article 6(1)(e) – the 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
- Article 9(2)(g) – the processing is necessary for reasons of substantial public interest



### **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 for the time frame as specified in the 'Records Management Toolkit for Schools' v5 2016.

### **Sharing of information**

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to the local authority and the Department for Education (DfE), so that they are able to meet their statutory obligations.

If you require more information about how we and/or DfE store and use your personal data please visit:

- <http://www.slough.gov.uk/search/default.aspx?q=data+protection&s=slough.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **Why we share school workforce information**

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.

#### 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.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools 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



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- 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 [include details of administrator / data protection officer]

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: Mrs K. Hanger, School Business Manager.

**Yours sincerely**

**Mrs R. Cross**

**Headteacher**

