Privacy Notice

How we use Workforce information Including contractors, volunteers, visitors and job applicants– Maichael Faraday Primary School

As a contractor or volunteer, you are fulfilling roles similar to those conducted by employees, therefore information may be processed accordingly, especially in relation to safeguarding. Job applicants are subject to the pre-employment checks that apply to all staff therefore, information may be processed accordingly, especially in relation to safeguarding.

As a visitor, we may collect details such as your name, image for sign in system and or CCTV, contact details (phone number email address and or address) vehicle registration number, Identification documentation and DBS. This information is processed for safeguarding purposes.

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, staff/teacher reference number address and telephone number
- special categories of data including characteristics information such as gender, age, ethnic group, sexual orientation, marital status, relevant medical information, trade union membership – Disclosed to us with your consent unless a legal basis applies
- contact details
- salary information
- annual leave
- pension information
- bank account and payroll records
- National Insurance number and tax status information
- contract information (such as start dates, hours worked, post, roles and salary information, payroll information, bank details, DBS number, medical, disqualification by association information
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- right to work in UK information including references/CV, copies of identification documents and photo ID
- qualifications
- training
- appraisal information
- disciplinary information
- next of kin details and contact information
- unsuccessful job applications
- employment and training records (work history, job roles/titles, working hours).
- professional memberships
- staff who leave
- Use of school communication and data systems
- HR
- payroll information
- accident reports

- sickness records
- medical questionnaire
- occupational Health Reports
- census information
- disability and access requirement
- single central record
- CCTV, access control video/systems and still photography, for safeguarding if installed on site

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
- Safeguarding the workplace
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils •
- Support effective performance management
- Allow for financial planning
- Equalities monitoring
- Management of workforce data
- Support the work of the School Teachers' Review Body

The lawful basis on which we process this information

We only collect and use personal data when the law allows us to in order to:

• Fulfil a contract we have entered into with you
• Comply with a legal obligation
• Carry out a task in the public interest
We may also use personal information about you where:
• You have given us consent to use it in a certain way
• We need to protect your vital interests (or someone else's interests)
• We have legitimate interests in processing the data
Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.
Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which allow and justify the school's use of your data.

We process this information under

- The Education Act (various years)

- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- The Special Educational Needs and Disability Regulations 2014
- Census workforce Education Act 1996
- Article 6, and Article 9 (UK GDPR)
- Article 23 UK GDPR (Restrictions prevention, investigation and detection of crime)
- Data Protection Act 2018 Schedule 1 paragraph 18 (Individuals at risk)
- Data Protection Act 2018 Schedule 1 paragraph 8 (Equality of opportunity)

For regulations relating to the School Workforce Census – see the DfE website
https://www.gov.uk/education/data-collection-and-censuses-for-schools

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

Personal data is stored in line with the Information and Records Management Society's toolkit for schools. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Information and Records Management Society's retention periods.

For further information please contact the school, info@michaelfaraday.southwark.sch.uk

Who we share this information with

We routinely share this information with:

- Our local authority – Southwark Council
- The Department for Education
- Your family and representatives
- Examining bodies
- Educators

- Police, courts and tribunals
- Ofsted
- Suppliers and service providers –e.g., HR, payroll, employee benefit schemes
- DBS Via Southwark Council
- Financial organisations e.g. Pension Scheme
- Central and local government – such as workforce analysis
- Our auditors, to ensure our compliance with our legal obligations (LBB)
- Trade Unions and Professional Associations
- Health authorities and Occupational Health and employee support schemes and organisations
- Security organisations – Keyholding company
- NHS Health and social welfare organisations
- Employee assistance programme wellbeing
- Professional advisers and consultants
- Professional bodies
- Charities and voluntary organisations
- Auditors
- HMRC
- InVentry
- Employment and recruitment agencies
- Future employers
- Online learning resources (Google Classroom, Micro Librarian etc.)
- Staff Whatsapp group
- Zoom and Teams
- Insurance providers
- Safeguarding system (CPOMS)
- Arbor Pay (Lunch payments)
- School Cloud
- IT provider – Deku Solutions
- Arbor
- Evolve
- Sophos
- London Grid for Learning
- WONDE
- Atomwide- Adept education
- Filtering and Monitoring – LGFL WebScreen and Senso
- Senior leaders (phone contact details of staff)
- Any other person/ company or organisation in reasonable circumstances

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.

Department for Education (DfE)

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.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

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

Transferring data internationally

If we transfer personal data to a country outside the UK, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, staff, contractors, volunteers and visitors have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the office at info@michaelfaraday.southwark.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern or a complaint about the way we are collecting or using your personal data, we request that you raise your concern or complaint 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:

David Powell
dpo@sapphireskies.co.uk