



## Privacy Notice for the School Workforce 2023-24: Those employed to teach, or otherwise engaged to work at, a school or a local authority (This privacy notice can also incorporate volunteers in school)

The categories of school workforce information that we collect, process, hold and share include for school staff:

- 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 dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- contact details (phone numbers, addresses and next of kin)
- any relevant medical information
- personal contact details (such as email address and telephone numbers)

### 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

## The lawful basis on which we process this information

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

We process this information under

**Article 6(b) Contract** - processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

**Article 6(c) Legal Obligation** - the processing is necessary for you to comply with the law (not including contractual obligations).

**Article 9(b)** processing is necessary for the purpose 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 a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Collecting this information

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

Whilst the [Independent Inquiry into Child Sexual Abuse](#) (formally the Goddard Inquiry) is running, the suspension of the disposal of these records is covered by the [Inquiries Act 2005](#) which makes it a criminal offence for anyone to knowingly destroy, alter or conceal records and information which is or may be relevant to the Inquiry. Therefore, whilst the inquiry is running, we are required to suspend the normal retention periods for holding workforce data.

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

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- NHS Test and Trace and Public Health

## **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.

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.

## **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, please contact our Data Protection Officer via the school office.

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

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- 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

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/>

### Data relating to criminal convictions or offences:

Under GDPR we are allowed to process information relating to criminal convictions (includes all DBS checks even if they show no convictions/offences) as we are doing so in an official capacity or have specific legal authorisation to do so.

### Further information

If you would like to discuss anything in this privacy notice, please contact:

- Mr Khalid via the school office or by email on [khalidw@oxford-grove.bolton.sch.uk](mailto:khalidw@oxford-grove.bolton.sch.uk).

If you cannot access any of these websites listed in this notice, please contact the LA on:

Information Management Unit,  
Department of People, Bolton Council  
1<sup>st</sup> Floor, Town Hall, Bolton, BL1 1UA  
website: [www.bolton.gov.uk](http://www.bolton.gov.uk)  
email: [ec.imu@bolton.gov.uk](mailto:ec.imu@bolton.gov.uk)