

Privacy Notice: how we use school workforce, governor and volunteer information

We use school workforce data:

- To help safeguard our pupils
- To meet legal requirements
- To assess the quality of our services
- To comply with laws regarding data sharing
- To inform the development of recruitment and retention policies
- To enable us to communicate with the school workforce
- To enable us to offer support and make necessary adjustments to an individual's working practice/environment if medical needs dictate they are needed
- To allow better financial modelling and planning
- To enable individuals to be paid.

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)
- Relevant medical information, as provided to us by the employee or by our Occupational Health provider
- Disability information
- DBS details
- Training records
- Register of interests
- Relevant information relating to statutory employment processes such as redundancy, TUPE and other employee relations matters
- Contact information, including telephone numbers, address, email address, next of kin details
- Bank details and salary.

The lawful basis on which we process this information

We process this information under the Education Act 1996; GDPR Article 6(1)(b): 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 9(2)(b): necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement.

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 securely for the amount of time shown in our Data Retention Policy.

Who we share this information with includes:

We may share this information with:

- The Department for Education (DfE), for example in a statutory workforce return
- Occupational Health in order to support a colleague experiencing health or workplace difficulties
- Our payroll provider
- The Bourne Education Trust, for example to support recruitment and retention strategies
- Our HR consultancy, in order to be able to provide specialist HR advice
- UK Visas and Immigration for example to support a work visa application.

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 of educational attainment. We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

In the case of a Pupil Referral Unit, there is a requirement to share information about our pupils to 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 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 the access to it and its use. Decisions on whether the 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 the 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>.

Recording of lessons/meetings

Many devices in use in schools have the ability to produce an audio or video recording, and the use of video conferencing platforms with recording ability is commonplace.

Meetings, such as might occur between members of staff, or between a member of staff and a parent/carer or pupil will not be recorded. Recordings collect personal data, so must comply with Article 5 of GDPR: data collected must be limited to 'what is necessary'. It is normally sufficient to have a note taker minute a meeting if a record is required. Where there is disagreement over the minutes taken, the disagreeing party should annotate a copy of the disputed minutes and both parties should retain a copy of the annotated minutes for reference.

Article 5 also requires that any recording is stored securely, kept only as long as necessary, has limited access and that the recording is processed lawfully, fairly and in a transparent manner. If a meeting recording were to be shared by either party or made public without their consent, this would likely be in breach of GDPR, potentially resulting in a complaint to the Information Commissioner's Office (ICO).

An exception may be made, for example, when a meeting participant's first language is not English, or when recording a meeting is a reasonable adjustment in light of a participant's disability.

Lessons delivered online are routinely recorded using proprietary tools such as Microsoft Teams. Recordings of online lessons are made to safeguard all participants, who are advised of the recording at the start of each

session. Individuals refusing permission to be recorded are prevented from participating in that session. Recordings are stored securely within Microsoft Teams and Stream and are only available to participants. Recordings are retained in accordance with the BET Data Retention policy.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information about you that we hold. To make a request for your personal information, contact the Headteacher of your school in the first instance.

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
- 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/>.

Further information

If you would like to discuss anything in this privacy notice, please contact: The Headteacher of your school in the first instance.

The Bourne Education Trust Data Protection Team can be contacted by email: dpo@bourne.education

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