

## Privacy Notice: The School Workforce, Governors/Trustees and Volunteers

**Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at/with our school in a voluntary capacity, including governors and trustees. We, Red Lane Primary are the 'data controller' for the purposes of data protection law. Our data protection officer is Judith Smith. (See contact details below)**

**The categories of school workforce, governor/trustees and volunteers information that we collect, process, hold and share about you include, but is not restricted to:**

- 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*)
- Next of kin and emergency contact numbers
- Bank account details, payroll records, national insurance and tax status information
- Recruitment information including copies of right to work documentation, references and other information as part of the application process
- Performance information
- Outcomes of any disciplinary and/or grievance procedure
- Photographs
- Data about your use of the school's information and communications system
- Contact Details
- Employment details
- Information about business and pecuniary interests
- Attendance records including sickness records
- CCTV footage

### **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
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governor/trustees details
- Ensure that appropriate access arrangements can be provided for volunteers who require them

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

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, 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)

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 justify the school's use of your data.

### **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information about you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **Storing this information**

Personal data is stored in accordance with our information management policy that includes a retention of records schedule. This policy sets out how long we keep information about you. We create and maintain an employment file for each staff member and volunteers. The information contained in this file is kept securely and only used for purposes directly relevant to your work with the school/trust. Once your employment/relationship with the school/trust has ended, we will retain and dispose of your personal information in accordance with our information management policy that includes a retention of records schedule. Please contact school to request a copy of this policy.

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

We routinely share this information with:

- our local authority – to meet our legal obligations
- the Department for Education (DfE) - to meet our legal obligations
- Ofsted who is our regulator – to meet our legal obligations
- Police forces, courts, tribunals – to meet our legal obligations
- Auditors and financial organisations – to meet our legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for – e.g. payroll
- Professional advisers and consultants, for example, school counsellors, educational psychologists and school improvement officers - to enable them to provide the service we have contracted them for

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

We do not share information about workforce members, volunteers, governors and trustees 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 the (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 'subject access request' for your personal information, contact our data protection officer.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our 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/>

Call 0303 123 1113 or

Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow. Cheshire SK9 5AF

## Further information

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

Miss Charlotte Moran  
Red Lane Primary School  
Red Lane  
Bolton  
BL2 5HP

Tel: 01204 333580 email: [office@red-lane.bolton.sch.uk](mailto:office@red-lane.bolton.sch.uk)

Or our Data Protection Officer: -

Judith Smith  
Bolton Council  
Internal Audit and Risk Section  
3<sup>rd</sup> Floor  
Town Hall  
Bolton  
BL1 1RU

Tel: 0161 600 7993 email: [schools.dpo@manchester.gov.uk](mailto:schools.dpo@manchester.gov.uk)

If you cannot access the websites referred to above, please contact the LA below: -

- 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)