



# Willow Lane Community Primary School

Willow Lane  
Lancaster  
LA1 5PR

Telephone 01524 65880

E-mail [head@willow.lancs.sch.uk](mailto:head@willow.lancs.sch.uk)

Website: [www.willow.lancs.sch.uk](http://www.willow.lancs.sch.uk)

Headteacher: Mel MacKinnon

## Privacy Notice (How we use SCHOOL WORKFORCE information)

**The categories of school workforce information that we collect, process, hold and share include (but are not limited to):**

- personal information (such as name, employee or teacher number, national insurance number, address, contact details, bank account details)
- 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)
- evidence of right to work in the UK
- background checks (including DBS check results, and references from previous employers, qualification checks)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- emergency contact information
- appraisal/performance management information
- training
- image

### Why we collect and use this information

We use school workforce data to:

- Support personnel well-being (such as by making provision for medical needs)
- Enable communication with personnel, or their emergency contact
- 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
- to create ID badges
- to safeguard staff and pupils
- to promote the school

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

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

## Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (a) Data subject has given consent
  - (b) Necessary for performance of contract
  - (c) Processing is necessary for compliance with a legal obligation to which the controller is subject
  - (d) To protect the vital interests of the data subject or of another person (such as providing contact and medical information for an emergency)
  - (e) For performance of a task carried out in the public interest in exercise of official authority
  - (f) Necessary for the purposes of the legitimate interests.

## Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records,

## 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.

## Voluntarily provided information

Personnel are asked to voluntarily provide information including:

- Information about medical conditions
- Information about dietary needs
- Information about next of kin
- Information about family and ethnic background
- Information about family background for the purpose of providing additional support
- Name and images for use in school promotion
- Vehicle details.

## Storing this information

We hold school workforce data for the length of time recommended in the Retention Schedule contained within the IRMS Toolkit for Schools.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- other schools as part of completing one's role
- potential employers who request a recruitment reference
- other local authorities that personnel move to after leaving us
- Police ( Lancashire, and other authorities that personnel move to after leaving us)
- Third party data processors that manage data on our behalf such as:-
  - SIMS.net who provide our data management system;
  - CPOMS who provide our incident record system;
  - Schools Cash Office who provide our school fund system;
  - School Money who provide our online payment system;
  - Teachers 2 Parents who provide our texting system.

## 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 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 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 **The Data Protection Officer, c/o Willow Lane CP School's School Office**.

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:

**The Data Protection Officer, c/o Willow Lane CP School's School Office.**