



# Birkwood Primary School

## Privacy Notice (How we use school workforce information)

Updated May 2024

Under data protection law, individuals have a right to be informed about how our school manages personal data that we may hold about them. We comply with this right by publishing a privacy notice for the individuals that we hold and process personal data for.

This privacy notice explains how we collect, store and use personal data about staff. We, Birkwood Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Mr Tim Pinto (see 'Contact us' below).

### 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)
- payroll information
- work absence information (such as number of absences and reasons)
- relevant medical information
- performance management information
- qualifications & training (and, where relevant, subjects taught)

### 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
- manage the professional development, performance management and remuneration processes

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

We only collect and use staff personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

### 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 keep personal information about staff while they are working at our school. We may also keep it beyond this time if this is necessary in order to comply with our legal obligations.

Birkwood Primary school adopts the Local Authority 'Retention Protocols for Schools' Policy which sets out how long we keep information about staff. A copy of this policy is available by requesting one from the schools data protection officer/business manager.

## Who we share this information with

We routinely share information with:

- Our local authority
- The Department for Education
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for

Please Note: Personal data of employees may also be shared with NHS/Public Health Agencies where relevant to the Covid-19 Pandemic.

## 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, contact Rachel Cocking, School Business Manager.

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:

Data Protection Officer: Mr Tim Pinto  
School Business Manager: Miss Rachel Cocking  
Birkwood Primary School  
Darfield Road  
Cudworth  
Barnsley  
S72 8HG  
Tel: 01226 710447

Email: [r.cocking@birkwood.org.uk](mailto:r.cocking@birkwood.org.uk)

This notice is based on the Department for Education's model privacy notice for school workforce, amended to reflect the way we use data in this school.