

# Dover Grammar School for Girls

## Workforce Privacy Notice



### Signatures:

Headteacher \_\_\_\_\_ Date \_\_\_\_\_

Chair of Committee \_\_\_\_\_ Date \_\_\_\_\_

Chair of Governors \_\_\_\_\_ Date \_\_\_\_\_

Data Protection Officer \_\_\_\_\_ Date \_\_\_\_\_

This privacy notice was adopted by the Governing Body in June 2018

**Reviewed: 2019, 12<sup>th</sup> October 2020**

**Next Review: 2021**

# Dover Grammar School for Girls

## Workforce Privacy Notice



### Privacy Notice - How we use school workforce information

Why do we collect and use this information?

We comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

#### 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 categories of school workforce information that we collect, process, hold and share include:

- personal information, including title, name, employee or teacher number, national insurance number, address, contact telephone number, e-mail address, next of kin, db's disclosures and right to work in the UK
- special categories of information, including characteristics information such as gender, age, ethnic group, trade union affiliations, medical information
- contract information, including start dates, hours worked, post, roles and salary information
- work absence information, including number of absences and reasons for absence
- qualifications and, where relevant, subjects taught

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

We must have a lawful basis for processing your information. This will vary depending on the circumstances for obtaining your information, but will typically include:

- the activities within our legitimate interests as an educational establishment, where you are employed or are potentially seeking employment
- you have given consent for us to process your information in relation to our educational activities
- we are completing necessary steps in relation to a contract to which you are a party or prior to you entering into a contract with us or you formally support us in a capacity that requires the maintenance of personal information
- the processing is necessary for compliance with legal obligations that we are subject to, including confirming your identity, which may require the completion of electronic ID and safeguarding checks
- to protect your vital interests, if you were to fall ill or suffer an injury on our premises

If we legitimately process any special categories of information, which may reveal your racial or ethnic origin; political opinions; religious or philosophical beliefs or trade union affiliations; health data or data concerning your sex life or sexual orientation, we must have a further lawful basis for the completion of the processing activities, which may include:

- where you have given us your explicit consent to do so
- where the processing is necessary to protect your vital interests or someone else's vital interests
- where you have made the information public

# Dover Grammar School for Girls

## Workforce Privacy Notice



- where the processing is necessary for the establishment, exercise or defense of legal claims
- where the processing is necessary for reasons of substantial 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 whether to do so.

### Processing, storing and sharing this information

The information you provide to us will usually be held on our computers in the school and accessed by staff, who have the authority to do so. Information you provide may be transferred to, stored or processed by third party organisations which process information on our behalf or we are obliged to share the information with.

Additionally, we may be obliged to disclose information under certain laws, by order of court or other competent regulatory body or may be permitted to disclose it under applicable data protection laws.

We will take all reasonably practicable measures to ensure that your data is treated securely and in accordance with this privacy policy.

We have implemented relevant administrative, technical and physical controls, which are designed to mitigate the risk of loss, misuse, unauthorised processing or disclosure of the personal information that we hold.

We will retain your personal information for no longer than necessary for the purposes that it was collected.

### Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Capita

### Why we share school workforce information

We do not share information about workforce members with anyone who does not have a legitimate interest in that information. We will not share information without your consent unless the law and/or 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

# Dover Grammar School for Girls

## Workforce Privacy Notice



sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

[For use by maintained schools only:]

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.

[For use by pupil referral units only:]

We are required to pass 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.

### Data collection requirements

The DfE collects and processes personal information 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 [www.gov.uk/education/data-collection-and-censuses-for-schools](http://www.gov.uk/education/data-collection-and-censuses-for-schools).

The DfE 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 DfE 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:

# Dover Grammar School for Girls

## Workforce Privacy Notice



[www.gov.uk/data-protection-how-we-collect-and-share-research-data](http://www.gov.uk/data-protection-how-we-collect-and-share-research-data)

You may contact the DfE at [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe)

### Requesting access to your personal data

Under the GDPR legislation, all members of the school workforce have the right to request access to the information that we hold about you. To make a request for your personal information, contact the School's Data Protection Officer, Mr Paul Potts by e-mail at [dpo@dggs.kent.sch.uk](mailto:dpo@dggs.kent.sch.uk)

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 or 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 GDPR regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

Further information in relation to your rights is available from the Information Commissioner's Office at [www.ico.org.uk/concerns/](http://www.ico.org.uk/concerns/)

If you would like to discuss anything in this privacy notice, please contact the School's Data Protection Officer by e-mail at [dpo@dggs.kent.sch.uk](mailto:dpo@dggs.kent.sch.uk)

We may make changes to this privacy notice from time to time as our school practices, compliance obligations or applicable laws change. The privacy notice has been approved and will be reviewed periodically.