Staff Privacy Notice (How we use workforce information)

The categories of school information that we process include:

- personal information (such as name, address, date of birth, employee or teacher number, national insurance number)
- information for payroll purposes (such as bank details)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences, reasons and declared medical information
- qualifications (and, where relevant, subjects taught)
- performance (such as appraisal, capability and disciplinary matters)
- information relevant to the School Workforce Census and absence information

Why we collect and use workforce information

We process personal data relating to those we employ to work at, or otherwise engage to work at our Trust for:

- employment purposes,
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- to assist in the running of the School
- to enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body
- protecting vulnerable individuals;
- the prevention and detection of crime

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1)

c) Processing is necessary for compliance with a legal obligation to which the controller is subject.
e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

In addition, concerning any special category data:

Article 9 (2)

With regard to the processing of personal data relating to ethnic origin, religion, health and biometric (fingerprint) data:

a) The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

For DfE data collections please see relevant legislation for each specific **data collection** for which we collect date for.

Collecting workforce information
We collect personal information via the recruitment and on-boarding process (application forms and HR forms etc)

Workforce data is essential for the Trust's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information
We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please review our Data Retention Policy which can be obtained from the HR Department or via SharePoint.

Who we share workforce information with
We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- within Hampton Academies Trust
- Personnel and Payroll Services Provider (EPM)

Why we share school workforce information
We do not share information about our 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
The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

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 our Data Protection Officer - Mr Al Kingsley – DPO@hamptonacademiestrust.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

How Government uses your data
The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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.

Sharing by the Department

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.

To contact the department: https://www.gov.uk/contact-dfe

Contact
If you would like to discuss anything in this privacy notice, please contact: Mr Al Kingsley (DPO) – DPO@hamptonacademiestrust.org.uk or a member of the HR team – hr@hamptonacademiestrust.org.uk

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Signature	Name	Date