



## Privacy Notice for Workforce

Our school aims to ensure that all personal data collected about staff, pupils, parents/legal guardians, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the [Data Protection Bill](#). This Privacy Notice explains how we collect, store and use personal data about our workforce.

We, The Dell Primary School, are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Mrs Kathryn Evans (see 'Contact' below)

### How we use workforce information

The categories of information that we collect, hold and share include:

- Personal information (such as name, address, employee or teacher number and national insurance number)
- Characteristics (such as gender and ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Absence Information (such as number of absences and reasons)
- Relevant qualifications
- Photographs

### Why we collect and use workforce information

We use 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
- improve the management of workforce data across the sector
- allow better financial modelling and planning
- support the work of the School Teachers' Review Body
- to comply with the law regarding data sharing
- enable individuals to be paid

### The lawful basis on which we use workforce information

Our main legal bases for using this information are:

- processing is necessary for the performance of a public task
- we are under legal obligation to process this information

Occasionally, we may also use this information where:-

- you have given your explicit consent for us to process this personal information

For more information on legal basis, please visit [www.ico.org.uk](http://www.ico.org.uk)

### Collecting workforce information

Workforce data is essential for the school'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 the General Data Protections Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will explain possible consequences of failing to provide that personal data.

## Storing workforce data

To ensure your information is kept safe we have the following controls/limitations in place:

- the information will not be used for any purpose other than those stated in this notice
- the information will be held within secure systems/locations, with appropriate levels of security, that comply with relevant data protection legislation
- the information will only be shared for lawful purposes and with an appropriate level of security that complies with relevant data protection legislation
- the information will only be held for the periods agreed in Monmouthshire County Council's Retention Schedule, after which it will be destroyed. The Retention Schedule is available on request
- the information will be held, used and shared in accordance with the Data Protection Act 1998 legislation and the General Data Protection Regulation (GDPR).

## Who we share workforce information with

We routinely share your information with:

- Monmouthshire County Council
- The Welsh Government (also as part of the School Workforce Annual Census returns implemented in November 2019.) Please see their specific Privacy Notice here: <https://gov.wales/school-workforce-annual-census-swac-privacy-notice>
- HMRC
- Department for Education
- FR Ball
- Schools UK
- SAS, Royal & Sun Alliance, Aviva or Ageas
- Teacher Pensions and the Local Authority Pension Scheme (administered by Torfaen County Borough Council)
- SIMS
- Teachers2Parents
- Espresso
- Shared Resource Service (SRS)
- iTeach
- Evolve
- My Concern
- EduKey

## Why we share workforce information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so. When you give your consent for your information to be held and/or shared for any purpose, you can withdraw that consent at any time, by contacting the Data Protection Officer named above.

## Requesting access to your personal data

Under data protection legislation, you have the right to make a 'Subject Access Request' to gain access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer named above.

You also have the right to:

- have any information we hold about you corrected
- have any information we hold about you erased
- restrict how information we hold about you can be used or shared
- object to information about you being held
- have any information we hold about you transferred to a third party
- challenge decisions relating to you made using automated decision making and profiling means (generally, there are no decisions made in our school that solely rely upon automated decision making or profiling alone. For further information, contact the Data Protection Officer named above).

For further information, please refer to [www.ico.org.uk](http://www.ico.org.uk)

## **Complaints**

If you have any concerns or complaints about how we obtain, use, store or share your personal data, please contact the Data Protection Officer named above.

If however you are dissatisfied with our response to your concerns you can contact:

Information Commissioners Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 029 2067 8400

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **Further Information**

If you would like further details about how we collect and use your information, please refer to our Data Protection Policy, which can be found on our website.

## **Contact**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer:

Kathryn Evans, MCC Schools Data Protection and Information Officer, 01633 644644

[dataprotection@monmouthshire.gov.uk](mailto:dataprotection@monmouthshire.gov.uk)