

# Staff Privacy Notice

*How we use information provided by staff members, governors, volunteers and others*

This privacy notice is intended to inform those employed to teach or otherwise engage to work at Bigland Green Primary School, how the school uses your personal information for various purposes – which includes conducting the school workforce census (SWC).

The school collects and uses personal data in order to meet its legal requirements as set out in the General Data Protection Regulations (GDPR) and UK law, including:

- Article 6 and Article 9 of the GDPR
- Education Act 1996 - this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Why the school collects and uses your information

Bigland Green Primary School uses information and data related to its workforce, governors and volunteers to:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- enable individuals to be paid;
- 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.

The categories of information that the school processes include:	The school collects workforce information via:
<ul style="list-style-type: none"> <li>▪ personal information</li> <li>▪ special categories of data including characteristics information</li> <li>▪ relevant medical information</li> <li>▪ contract information</li> <li>▪ work absence information</li> <li>▪ qualifications</li> <li>▪ contact information</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application forms</li> <li>▪ Employment forms</li> <li>▪ Reports from other professionals with the consent of the employee e.g. occupational health</li> <li>▪ References from previous employers and others</li> </ul>

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

## How the school stores this information

Bigland Green Primary school holds the workforce data for the duration of employment plus up to a maximum of 7 years.

The school routinely share this information with:

- the local authority
- the Department for Education (DfE)
- the school's personnel and payroll providers

The school does not share information about workforce members with anyone without consent unless the law and/or the school's policies allow for that to be done.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

The school is required to share information about its employees with the local authority (LA) and 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, employees and governors have the following rights in relation to the processing of their personal data. You 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
- a right to seek redress, either through the ICO, or through the courts

You also have the right to request access to your information that the school holds on you. To make a request for your personal information, contact:

Internal Data Protection Officer – John Anderson on [admin@biglandgreen.towerhamlets.sch.uk](mailto:admin@biglandgreen.towerhamlets.sch.uk)

External Data Protection Officer – Raja Miah on [cog@biglandgreen.towerhamlets.sch.uk](mailto:cog@biglandgreen.towerhamlets.sch.uk)

If you have a concern or complaint about the way the ways the school is collecting or using your personal data, you should raise your concern with the school in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>