

Ribblesdale School

Privacy Notice (How we use school workforce information)

Ribblesdale School is the Data Controller for the use of personal data in this privacy notice.

We process personal data relating to those we employ to work or otherwise engaged to work at Ribblesdale School. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid.

The categories of school workforce information that we collect, process, hold and share include some of or all of the following:

- personal information (such as name, address, employee or teacher number, national insurance number, work email address)
- 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)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- SIMS/Synergy related data (i.e. cover, timetable etc)
- performance related data (such as lesson observations, appraisal)
- car details
- medical details (pre-employment checks, GP surgery, disabilities)
- family information (next of kin and emergency contact details)
- payroll information
- CCTV images captured in school
- photograph/videos
- recruitment information including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- copy of driving licence
- information about your use of our information and communications systems, equipment and facilities (e.g. school devices)

Why we collect and use this information

We use school workforce data to/for:

- 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
- enable safeguarding checks (DBS)
- electronic systems (such as signing-in and out on InVentry)
- curriculum/teaching electronic resources
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- allow better financial modelling and planning

- make sure our information and communications systems, equipment and facilities (e.g. school devices) are used appropriately, legally and safely

The lawful basis on which we process this information

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

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
 - (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) processing is necessary for compliance with a legal obligation to which the controller is subject;
 - (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person;
 - (e) processing is necessary in performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (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;
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from local authorities, government departments or agencies, police, courts or tribunals.

Storing this information

We hold school workforce data for the duration of employment at Ribblesdale School plus six years in line with the school Records Management policy.

Who we share this information with

We routinely share this information with:

- our local authority (LCC - to meet our legal obligations to share certain information with it, such as safeguarding concerns)
- the Department for Education (DfE)
- training providers including EduCompli and Hays UK
- Ofsted
- Police, courts or tribunals

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)

The DfE collects personal data from educational settings and LAs via various statutory data collections. 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 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.

Under the UK GDPR, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.

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 Anne-Marie Horrocks, Headteacher, by email to enquiries@ribblesdale.org

Depending on the lawful basis above, you may 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
- a right seek redress, either through the ICO, or through the courts.

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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Anne-Marie Horrocks, Headteacher, by email to enquiries@ribblesdale.org

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in May 2024.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs Anne-Marie Horrocks, Headteacher, Mrs Susan Cowking, Business Manager, or Mrs Sarah Wilkinson, Data Protection Officer (enquiries@ribblesdale.org)

Version 2

Version control

Version number	Valid from	Valid to	Comments
1	May 2023	May 2024	Updated
2	May 2024		Updated