



Privacy Notice – School Workforce Census

The Data Protection Act 2018: How we use your information

This notice explains what personal data we hold about you, how we collect, how we use and may share information about you. We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. We are required to give you this information under data protection law.

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

- personal information (such as name, address, teacher number, NI number)
- characteristics (gender, age, ethnic group)
- contract information (start dates, hours worked, post, salary)
- work absence information
- qualifications
- relevant medical information
- financial information (bank details)

Why we collect and use this information to

- enable the development of a comprehensive picture of the workforce and how it is deployed
- enable staff to be paid
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring; and
- complete the school workforce census
- maintain staff records
- ensure staff and student safety and security

The lawful basis on which we use this information

- 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
- consent has been obtained from the data subject
- it is necessary for the performance of the contract with the data subject
- processing is necessary for compliance with legal obligation

We are required to share information about our workforce under section 5 of the Education Regulations 2007.

When we collect 'special categories of personal data' eg. information relating to a person's racial or ethnic origin, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

Who we share this information with

- our local authority
- The Department for Education



- future employers - only certain information for references
- IT service providers to enable access to services
- HMRC
- local authority and teacher pension schemes

We will share personal information with law enforcement or other authorities if required by applicable law.

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.

Your Rights

Under GDPR you have the rights which you can exercise free of charge which allow you to:

- ask us to delete information we hold about you
- have you information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note your request may delay or prevent us delivering a service to you.

Who to contact

If you would like to exercise any of these rights please write to us at admin@stpeters-budleigh.devon.sch.uk or contact Vicki Stone the SBM in the school office.

For more information about the DfE's data sharing process please visit;
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

