

Privacy Notice for School Workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Beacon Hill Academy are the 'data controller' for the purposes of data protection law.

We have appointed Chorus Advisers, consultants who specialise in GDPR to act as our Data Protection Officer. They will be responsible for ensuring compliance and monitoring the effectiveness of this policy.

The categories of school information that we process

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- 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
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licences for those who are MIDAS trained or who are driving students in their private vehicles to facilitate a school based activity.
- Insurance documents related to the above.
- Photographs

- CCTV footage (not applicable at present)
- Video evidence - monitoring for students' progress and staff will be in the videos
- Data about your use of the school's information and communications system

Why we collect and use workforce information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Support the work of the body who monitor and update the Pay and Conditions of Service Handbook (the 'Green Book').

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with your consent to your data, you may withdraw this consent at any time. We will make this clear when we ask for consent and explain how you go about withdrawing your consent if you wish to do so.

Some of the reasons listed above for collecting and using personal data about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting workforce information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing workforce information

We create and maintain an employment file for each staff member. The information contained in this file is kept securely and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy/Data Retention Schedule.

Who we share workforce information with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about pupils with:

Our Local Authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns

- The Department for Education
- Educators and examining bodies
- Our regulator [e.g. Ofsted]
- Suppliers and service providers - to enable them to provide the service we have contracted them for such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations
- Local Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

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 the school administrator or our Data Protection Officer, Andy Crow at dpo@chorusadvisers.co.uk

You 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 to 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/> or call 0303 123 1113.

Contact

If you would like to discuss anything in this privacy notice, please contact: the School Administrator or our Data Protection Officer, Andy Crow at dpo@chorusadvisers.co.uk

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>