

PRIVACY NOTICE (How we use workforce information)

Privacy Notice (How we use school workforce information)

Biddenham International School & Sports College processes personal data. This document outlines the purpose for which we process data, on what legal basis and other areas relating to data processing such as the type of data we hold. It also covers the rights of individuals. From 25th May 2018 data will be processed under the European General Data Protection Regulation.

For what purpose do we Collect Personal Data?

- To enable the development of a comprehensive picture of the workforce and how it is deployed.
- To enable equalities monitoring.
- To inform the development of recruitment and retention policies.
- To meet statutory HMRC requirements, to enable individuals to be paid.
- Support effective performance management.
- To allow better financial modelling and planning.
- To facilitate safe recruitment as part of our Safeguarding obligation towards students.

On what basis do we collect and handle personal data?

We collect and process personal data under Article 6 and [Article 9](#) of the European General Data Protection Regulation from 25th May 2018. Under Article 6(1)(e) our lawful basis for processing data is that it is a public task and the processing is necessary for us to perform a task in the public interest. Under Article 9(2)(g) our lawful basis for processing sensitive data is that processing is necessary for reasons of substantial public interest. We also process staff data under Article 6(1)(c) to fulfil our Legal Obligations.

We also collect data in line with section 114 of the Education Act 2005 this information can be found on the following web site.

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

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

- Personal information (such as name, date of birth, gender, employee or teacher number, national insurance number, addresses, telephone numbers, bank details).
- Special categories of data including information on ethnicity, health and disability.
- Contract information (such as start dates, hours worked, post, roles and salary information).
- Work absence information (such as number of absences and reasons for said absence).
- Qualifications (and, where relevant, subjects taught), employment history and references from former employers.

Collecting this information

We collect personal information via application and contract forms. 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.

Storing this information

We hold school workforce data for seven years after termination of employment at the school.

We routinely share this information with:

- Our local authority (LA).
- Government Disclosure and Barring Service (DBS).
- The Department for Education (DfE).

Other categories of recipients of staff information include:

- Payroll and pension providers.
- Internet services and web filter providers.
- Providers of curriculum and assessment software including SISRA.
- Communication providers.

More Detail on the Local Authority and Department for Education

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. The data shared with the DfE underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

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>

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>

Sharing 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.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information contact the Data Controller named below.

You also have the right:

- to be informed of how we use personal data. This is done through this privacy notice.
- to have personal data rectified if it is inaccurate or incomplete
- of erasure. This is also known as the right to be forgotten.
- to data portability
- to object to processing
- to object to automated decision making

The information commissioner's office provides detailed guidelines on the individual rights. This can be found at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at

<https://ico.org.uk/concerns/>

Contact:

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

Data Controller dc@biddenham.beds.sch.uk

Data Protection Officer dpo@biddenham.beds.sch.uk

Tel: 01234 342521

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