



# ST. NICHOLAS SCHOOL CHILD OKEFORD

## A CHURCH OF ENGLAND VOLUNTARY AIDED PRIMARY SCHOOL

### MISSION STATEMENT

**Be the best you can be!**

*I can do all things through God who strengthens me.*

*Philippians 4:13*

Every voice heard, every day a new chance, everyone exploring opportunities.

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# GDPR PRIVACY NOTICE FOR SCHOOL WORKFORCE INFORMATION

## PRIVACY NOTICE SUMMARY

HOW WE USE SCHOOL WORKFORCE INFORMATION AT CHILD OKEFORD  
SCHOOL (ALSO APPLIES TO GOVERNORS AND VOLUNTEERS)

DATE ADOPTED  
May 2018

REVISION NUMBER  
2

LAST REVIEW  
December 2020

NEXT REVIEW  
December 2021

1. **The categories of school workforce information that we collect, hold and share**

These include:

- (i) personal information (such as name, employee or teacher number, national insurance number);
- (ii) special categories of data including characteristics information such as gender, age, ethnic group;
- (iii) contract information (such as start dates, hours worked, post, roles and salary/payroll information);
- (iv) work absence information (such as number of absences and reasons);
- (v) qualifications (and, where relevant, subjects taught);
- (vi) relevant medical information (such as allergies etc);
- (vii) next of kin name, address and telephone numbers; and
- (viii) addresses.

2. **Why we collect and use this information**

We use school workforce data to:

- (i) enable the development of a comprehensive picture of the workforce and how it is deployed;
- (ii) inform the development of recruitment and retention policies;
- (iii) enable individuals to be paid;
- (iv) administer first aid in case of illness; and
- (v) contact next of kin in case s of illness or emergency.

3. **The lawful basis on which we use this information**

- (1) Child Okeford School holds the legal right to collect and use personal data relating to the school workforce, and we also receive information regarding them from the Local Authority and the Department for Education.
- (2) Under GDPR, the lawful bases we rely on for processing school workforce information **are legal obligation, public task and substantial public interest.**
- (3) We collect and use personal data in order to meet legal requirements and legitimate interests set out in GDPR and UK law, including those in relation to Article 6 and Article 9 of the GDPR: Processing of personal and special category data is necessary due to a legal obligation and substantial public interest.

4. **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.

5. **Storing this information**

We hold school workforce data for the duration of employment at the school and for a year after departure.

6. **Who we share this information with**

We routinely share this information with:

- (i) our local authority; and
- (ii) the Department for Education (DfE).

7. **Why we share school workforce information**

- (1) We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

- (2) 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.

## 8. **Data collection requirements**

- (1) The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) 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
- (2) 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>.
- (3) 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:
  - (i) conducting research or analysis;
  - (ii) producing statistics; and
  - (iii) providing information, advice or guidance.
- (4) 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:
  - (i) who is requesting the data;
  - (ii) the purpose for which it is required;
  - (iii) the level and sensitivity of data requested; and
  - (iv) the arrangements in place to securely store and handle the data.
- (5) 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.
- (6) 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>
- (7) To contact the Department: <https://www.gov.uk/contact-dfe>

## 9. **Requesting access to your personal data**

- (1) 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 please contact the School Secretary at [office@childokeford.dorset.sch.uk](mailto:office@childokeford.dorset.sch.uk) or 01258 860581.
- (2) You also have the right to:
  - (i) object to processing of personal data that is likely to cause, or is causing, damage or distress;
  - (ii) prevent processing for the purpose of direct marketing;
  - (iii) object to decisions being taken by automated means;
  - (iv) in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
  - (v) claim compensation for damages caused by a breach of the Data Protection regulations.

- (3) 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/>

**Application to governors and volunteers**

10. This Privacy Notice for the school workforce shall also be applied, with necessary adaptations, to governors (and associate members) of the school's Governing Body and volunteers at the school.

11. **Further information**

If you would like to discuss anything in this privacy notice, please contact the School Secretary at [office@childokeford.dorset.sch.uk](mailto:office@childokeford.dorset.sch.uk) or 01258 860581.



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## **GDPR PRIVACY NOTICE FOR SCHOOL WORKFORCE INFORMATION SIGNATURE SHEET**

Full Name of employee: *(in block capitals)* \_\_\_\_\_

Employed by the School in the office/ role of: *(e.g. teacher, TA)* \_\_\_\_\_

I sign below to confirm that I have read, understood and agree to the School's GDPR Privacy Notice for School Workforce Information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please detach this page along the perforated line at the top and return to the School Office.*