



Brentford School for Girls Staff

Privacy Notice – Staff

How we use school workforce information

Brentford School for Girls is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to staff and their families is to be processed. The Data Protection Officer is responsible for overseeing data protection within the School. Their role is to oversee and monitor the school's data protection procedures and to ensure they are compliant.

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

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number and emergency contact details);
- special categories of data including characteristics information such as gender, age, ethnic group, disabilities, specific medical information;
- contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details);
- work absence information (such as number of absences and reasons information regarding physical and/or mental health and holiday records);
- qualifications, training courses attended and training record, and, where relevant, and where relevant subjects taught;
- performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records);
- Biometric fingerprint impression for identification for cashless till relating to school meal service;
- Both internal and external CCTV images are taken daily for the safety of pupils, staff and visitors to school and are retained only for a short period of time to assist in the prevention of crime, damage to property and are destroyed in line with the schools retention policy;
- Medical information to assist should a member of staff be taken ill;
- Payroll information relating to salary and variances which are shared with payroll provider, and relevant pension bodies (Teachers' Pension and LGPS administrators);
- Other information (such as pension arrangements and all information included in these necessary to administer them, time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service DBS checks), details in references the school receives or provides to other organisations,

Why we collect and use this information

A lot of the information we have about our workforce comes from the individuals themselves. However, we may also obtain information from tax and regulatory bodies such as HMRC, previous employers, your trade union, if you are a member, the DBS, consultants and other professionals we may engage, recruitment or vetting agencies, other members of staff, students or their parents, and publically available resources including online sources. In addition we may obtain information from automated monitoring of our website.

We use school workforce data to:

- 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 correctly, to deduct tax and NI contributions;
- to check individuals are legally entitled to work in the UK;
- administering employment contracts;
- conducting performance reviews;
- making decisions about salary and compensation;
- Liaising with pension providers;

The lawful basis on which we process this information

We process this information to comply with Inland Revenue regulations and EfA - Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Other information:-

- to enable the development of a comprehensive picture of the workforce and how it is deployed;
- to inform the development of recruitment and retention policies;
- to safeguard our pupils and other individuals;
- to ensure safe working practices;
- in the interest of ensuring equal opportunities and treatment.

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.

Storing this information

We hold school workforce data in line with our retention policy, this can be found as an attachment to our Data Protection Policy.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- payroll provider for the processing of payroll, who in line will share information with Inland Revenue and Pension providers, Teachers Pension and LGPS, HMRC and DWP regarding statutory benefits and payments

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)

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 – contact details

<https://www.gov.uk/contact-dfe>

We are required to share information about our staff with the (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 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.

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 Mrs Mary Partington the School Business Manager or our Data Protection Officer – Mr C Stillwell : Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE: email dataservices@judicium.com : telephone number 0203 326 9174.

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
- claim compensation for damages caused by a breach of the Data Protection regulations
- have inaccurate or incomplete personal data about them rectified
- have your data transferred to another organisation

If an individual wants to exercise any of these rights or If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern in the first instance with either the Data Controller in school or our Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

Mrs Mary Partington the School Business Manager or our Data Protection Officer – Mr C Stillwell : Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE: email dataservices@judicium.com : telephone number 0203 326 9174.