



# ST. NICHOLAS SCHOOL CHILD OKEFORD

**A CHURCH OF ENGLAND VOLUNTARY AIDED  
PRIMARY SCHOOL**

## **MISSION STATEMENT**

‘At St. Nicholas, we nurture everyone *to be the best we can be*, in a caring and inclusive Christian environment.’

---

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

## **PRIVACY NOTICE SUMMARY**

**HOW WE USE SCHOOL WORKFORCE INFORMATION AT CHILD OKEFORD  
SCHOOL**

DATE ADOPTED  
May 2018

REVISION NUMBER  
1

LAST REVIEW

NEXT REVIEW  
May 2019

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**

We collect and use pupil information under:

- (i) Article 6 EU GDPR “Lawfulness of processing”: Processing shall be lawful only if the data subject has given **consent** to the processing of his or her personal data for one or more specific purposes.
- (ii) Article 9 EU GDPR “Processing of special categories of personal data”: Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects.

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/>

10. **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.

\*\*\*\*\*

**Name of employee:**

\_\_\_\_\_

**I confirm that I have received, read and understood the Privacy Notice regarding school workforce information dated May 2018.**

**Signed:** \_\_\_\_\_

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