



Privacy Notice

How We Use Workforce Information

Pirbright Village Primary School is the data controller of the personal information you provide to us. We collect personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law. We hold personal information relating to our staff and may also receive information about them from their previous employment.

The categories of information that we process include:

- personal information (HCPC number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role)
- work absence information (such as number of days missed due to sickness absence)
- qualification level
- medical information
- address and contact details
- data relevant to processing pay

Why we collect and use workforce information

The personal data collected is essential, for the school to fulfil their official functions and meet legal requirements.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics
- f) safeguard all members of the school community.

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes.

The lawful basis on which we collect and use this information

We collect and use pupil information for a variety of reasons, all which comply with Article 6 or Article 9 of the EU General Data Protection Regulation 2018. These lawful bases include but are not limited to:

- for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school
- for compliance with a legal obligation to which the school is subject
- in order to protect the vital interests of a pupil or of another natural person
- where the parent/guardian of a pupil has given explicit consent to the processing of those personal data for one or more specified purposes.

Collecting workforce information

We collect personal information via

- job application forms

- data collection forms
- proof of ID
- DBS forms

Workforce data is essential for the local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the school office.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- The Athena Academy Trust
- future employers (when requested)

Why we share workforce information

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

The Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE) for the purpose of their data collections. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

Requesting access to your personal data

Under data protection legislation, parents, carers and children have the right to request access to information about them that we hold. To make a request for your personal information contact sbm@pirbright.surrey.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting info@pirbright.surrey.sch.uk

Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated: March 2021

Contact

If you would like to discuss anything in this privacy notice, please contact: info@pirbright.surrey.sch.uk

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care 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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

Sharing by the Department

The Department may share information about 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 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>