



NEWMAN RC COLLEGE

Privacy Notice: (How we use workforce information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Newman College, Broadway, Oldham OL9 9QY, are the 'data controller' for the purposes of data protection law.

The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, next of kin)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information including pension information)
- work absence information (such as number of absences and reasons)
- information regarding outcome of any disciplinary proceedings
- qualifications (and, where relevant, subjects taught)
- recruitment information (including references, application form, copy of right to work in the UK)
- details of DBS clearance (date and disclosure number)
- CCTV images
- footage captured outside school on the highway to protect student and staff road safety (via body camera)
- photographs
- copy of driving licence and/or other documentation to prove identity

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs
- Trade union membership
- Health, including any medical conditions, and sickness records
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We may seek to collect, process and share your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be done so, about our staff, their dependents and the general public, to ensure their safety and well-being.

The legislative framework supporting data sharing relating to the management of the COVID19 pandemic is the notice under regulation 3(4) of the Health Service Control of Patient Information Regulations 2002 and it is in the interests of public health that we share information where necessary for the purpose of COVID19 management. Such information will be limited to what is legal, proportionate and necessary, taking into account of the latest guidance issued by the Government and health professionals.

This list is not exhaustive, to access the current list of categories of information we process please see: www.newmanrc.oldham.sch.uk/policies

Why we collect and use workforce information

We use workforce data to:

1. enable the development of a comprehensive picture of the workforce and how it is deployed, both internally and across the education sector via the DfE;
2. inform the development of recruitment and retention policies including safe recruitment
3. enable individuals to be paid
4. support effective performance management
5. meet the statutory duties placed upon us for DfE data collections

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

- for the purposes of 1-4 above, where we need to perform an official task in the public interest, and/or where it is necessary for a contract we have entered into with you
- for the purposes of 5 above, where we need to comply with a legal obligation.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting workforce information

We collect personal information via application forms, contracts, data checking sheets and our MIS (SIMS).

Workforce data is essential for the school's / 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, and we will tell you what you need to do if you do not want to share this information with us.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule.

Information held in staff files is locked and information held electronically has restricted access to only those members of staff who are authorised and require it.

Please refer to the [Information and Records Management Society's toolkit for schools](#) for details of how we retain and manage our data.

Who we share workforce information with, and why

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

We routinely share this information with:

- Our 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.
- The Department for Education (DfE) - 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 school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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.

For more information, please see 'How Government uses your data' section.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Your family or representatives
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

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 K Scott, Director of Support Services, Newman College, Broadway, Oldham OL9 9QY.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

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:

Mrs K Scott, Director of Support Services, Newman College, Broadway, Oldham OL9 9QY

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 on 1 September 2021.

Contact

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

Mrs K Scott, Director of Support Services, Newman College, Broadway, Oldham OL9 9QY.

Issued: September 2021

This notice is based on the [Department for Education's model privacy notice](#) for staff, amended to reflect the way we use data in this school.

How Government uses your data

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

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational 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/education/data-collection-and-censuses-for-schools>.

Sharing by the Department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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