

HARBOURSIDE  
LEARNING  
*Partnership*  
PRIVACY NOTICE

**(How we use school workforce information)**

We process personal data relating to those who we employ to work at, or otherwise engage to work at schools within the Harbourside Learning Partnership. This is for employment purposes and to enable individuals to be paid.

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

- Personal information (such as name, employee or teacher number, national insurance number);
- Special categories of data including characteristics information such as gender, age, ethnic group;
- Contract information (such as start dates, hours worked, post, roles and salary information);
- Work absence information (such as number of absences and reasons);
- Qualifications (and, where relevant, subjects taught);
- Medical information that is shared with our absence medical insurance provider.

**Why we collect and use this information**

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

**The lawful basis on which we process this information**

We process this information for contractual purposes, to facilitate the performance of a public task by the member of staff and in accordance with legal obligations, including the departmental census under the Education Act 1996.

**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 the retention periods outlined in the 'Information and Records Management Society Guidelines for Schools'

## **Who we share this information with**

We are required by law to pass on some of this person data to:

- Our Local Authority;
- The Department for Education (DfE).

Information is also shared with **Harbourside Learning Partnership** for such purposes as payroll, gender pay reporting, absence insurance and to respond to HR queries. 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.

## **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts).

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 the Data Protection Manager in your school.

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;
- Gain intervention into 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.

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 by contacting the Data Protection Manager (DPM) at your school or the Data Protection Officer (DPO) at Harbourside Learning Partnership. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

A high standard of security is observed in all the Harbourside Learning Partnership schools to protect employee data. In the event that an employee decides to withhold data which is not required for the performance of contract, the DPM will discuss the implications of this decision with the employee.