



Privacy Notice – Workforce

Date of last review:	2021	Review period:	2 Years
Date of next review:	2023	Written by:	Jo Kehoe
Type of policy:	Statutory	Committee:	FGB
Signature:			

Privacy Notice – How we use school workforce information

The school workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at Wyre Forest School.

The categories of school information that we process include, but are not restricted to:

- personal information (such as name, employee or teacher number, national insurance number, address history and proof of identity)
- 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) and relevant medical information
- qualifications (and, where relevant, subjects taught)
- photographic records

Use of Images

Photographs/and/or video recordings of staff may be taken whilst they attend WFS to celebrate achievements, success and as evidence of pupil progress and development. Staff are asked to complete our *Consent Form for Use of Images – School Staff* (see appendix) to provide the relevant permissions. Should you wish to make any changes to this consent please contact us.

Why we collect and use this information

We use school workforce data to:

- enable individuals to be paid
- facilitate safe recruitment
- support effective performance management
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning

The lawful basis on which we process this information

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education.

Under Article 6 of the GDPR, which comes into effect from 25 May 2018, the lawful basis for processing school workforce information is to **fulfil contractual obligations and other legitimate interests**.

For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed.

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 throughout your period of employment and for 6 years after the cessation of your employment. Where information is destroyed it will be done so securely. If this task is undertaken through an outside company, we will ensure they are GDPR compliant.

DBS records will only remain on file for 6 months.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)

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.

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.

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.

We are required to share information about our school employees with the 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 protocols.

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>.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

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>

Withdrawal of consent and the right to lodge a complaint

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 Jo Kehoe, WFS's Data Protection Officer

Depending on the lawful basis, 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
- 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. 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: WFS's Data Protection Officer.

Appendix

Consent Form for Use of Images – School Staff

Name (block capitals): _____

Your image will be used for the following purposes:

- Images of various activities, for example school trips and visits.
- Images within the classroom.
- Images of assemblies, for example award days, leavers assemblies, etc.

We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.

There is also the possibility that your image may be used to identify you as belonging to a particular group, for example, Governors, Leadership Team Members, etc.

To comply with the Data Protection Act 1998, we need your permission to use photographs of you. Please answer the question below, then sign and date the form where shown. We will not use the image, or any other information you provide, for any purpose other than the reasons outlined above.

Please return the completed form, even if you have chosen not to give your consent, to the school office as soon as possible.



PLEASE NOTE

The Wyre Forest School Website is potentially viewable by anyone in the world.

Please circle your answer

May we use your FULL NAME on the Staff page of the school website in connection with your role and class/subject?	YES	NO
May we use your image in printed publications, e.g. newsletter, prospectus, etc. (please be aware that these will be on the WFS website)?	YES	NO
May we use your photograph/video image on the WFS website?	YES	NO
May we allow your photograph to be used for publication in a newspaper, which may also be online?	YES	NO
May we use your image/video image on an external webpage or for publicity or campaigns by National Government Agencies?	YES	NO

Please confirm that you have read and understand the conditions for use on the reverse side of this sheet

I have read and understood the conditions of use on the back of this form.

I confirm that I understand publication of my picture on Wyre Forest School website will mean that my picture will be viewable, potentially, by anyone in the world with access to the internet and consent to such processing.

Your signature: _____ Date: _____

Conditions of use

1. Your consent only applies to the purposes outlined on the previous page and your image will not be used for any other purpose.
2. Images must only be used in circumstances where consent has been given. Signed consent must be given for images to appear on www.wfs.worcs.sch.uk (viewable by potentially anyone), or they cannot be published in this way.
3. Under the 1998 Data Protection Act your rights include:
 - a) in accordance with principle 1 of the Act, your consent (to the publication of your photo) can be withdrawn at any time
 - b) in accordance with principle 2 of the Act, your photo will not be used for any other purpose without your further consent
 - c) in accordance with principle 4 of the Act, your personal data will be accurately maintained and kept up to date
 - d) in accordance with principle 8 of the Act, your photo will not be published on www.wfs.worcs.sch.uk, without your explicit consent.
4. We will only use images of members of staff who are suitably dressed, to reduce the risk of such images being used inappropriately.