

# GORDON'S SCHOOL

## Privacy Notice (How we use school workforce information)

Gordon's School Academy Trust and The Gordon Foundation are the Data Controllers for the use of personal data in this privacy notice.

### The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, next of kin and contact details)
- 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)
- Relevant medical information

This list is not exhaustive.

### Why we collect and use workforce 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
- monitoring staff attendance
- safeguarding purposes
- complete the school workforce census (Gordon's School employees only)

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

We may process your personal information, but no more than is necessary, to comply with a legal obligation which the school is subject to, to undertake public tasks vested in the school or because processing is necessary to comply with the terms and conditions of your contract of employment. In other circumstances, we will usually obtain your consent first. If we require your consent and it is given, you may withdraw this consent at any time.

If we are required to process sensitive information (referred to as special category information under the GDPR), then we will either process this information to comply with employment laws, to undertake a task carried out in the public interest or obtain your explicit consent.

### Collecting workforce information

We collect personal information via job application forms, HR and Payroll information forms.

Workforce data is essential for the School'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 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. We generally hold employee personal information for the period of employment until termination plus a period of 7 years. For more information, please ask the Data Protection Officer for a copy of our retention schedule (jboorman@gordons.school).

### Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE) / Education and Skills Funding Agency
- relevant pension provider (eg TPS, LGPS, Salvus Master Trust)

We may also share some information with:

- our IT provider
- education support services
- payroll providers
- other employers for providing a reference
- our online health assessment provider

### **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.

### **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)**

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 workforce with the DfE for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data collection requirements**

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

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 DfE 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 DfE 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 Officer, Josephine Boorman, at [jboorman@gordons.school](mailto:jboorman@gordons.school)

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/>

#### **Further information**

If you would like to discuss anything in this privacy notice, please contact: Josephine Boorman, Data Protection Officer, at [jboorman@gordons.school](mailto:jboorman@gordons.school)

**Josephine Boorman**  
**Data Protection Officer**

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