



Launceston College

A Multi Academy Trust

Privacy notice for the school workforce

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Ratified by	Principals' Working Group
Status	Ratified
Review period	Annually
Review date	September 2021

Privacy notice for the school workforce

Privacy notice – how school workforce information is used

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught
- CCTV
- Performance information (lesson observations, performance management, etc)
- Biometric information (thumbprints)
- Relevant medical information
- Door access information (in relation to door access control systems)

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid, pension contributions, national insurance, student loans, etc

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To fulfil a contract
- Legal obligation
- Public task

For sensitive information, we may use race and ethnic origin under Article 9(2)(b) 'processing is necessary for the purposes of carrying out obligations...'. We process biometric data for identity purposes under sections Article 9(2)(a) 'explicit consent'.

How do we collect your information?

We collect your personal information via the following methods:

- Staff contract forms
- CRB/DBS forms

- Medication forms
- Vehicle detail forms (car registration number, etc)

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

How do we store your information?

Your personal information is retained for 7 years from the date you left employment.

Who do we share your information with?

We routinely share your information with:

- Launceston College Multi Academy Trust
- the Department for Education (DfE)
- Electronic payslips provider
- ParentPay (cashless payment provider)
- Parents evening booking system
- Educational websites, eg Kerboodle.

For a complete list of who we share data with, please see the College website:

<http://mat.launceston-college.cornwall.sch.uk/gdpr/>

Why do we share your information?

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

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

How does the government use your data?

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

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff 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 information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it's inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact Mark Adams, dpo@launcestoncollege.org.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Mark Adams, dpo@launcestoncollege.org.uk

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact our DPO, Mark Adams, dpo@launcestoncollege.org.uk

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, mat.launceston-college.cornwall.sch.uk, the Gov.UK [website](#), or download our Data protection Policy.