



C Hanbury B.Ed (Hons)

Hayes School

Hayes Road

Devon

TQ4 5PJ

Telephone: 01803 557336 Fax: 01803 664829

Email: [admin@hayes.torbay.sch.uk](mailto:admin@hayes.torbay.sch.uk)

Website: [www.hayes.torbay.sch.uk](http://www.hayes.torbay.sch.uk)

Headteacher M

## Privacy Notice for Staff- (How we use school workforce information)

We, **Hayes School**, are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about you from your previous employer, HM Revenue and Customs and your pensions provider.

### Why we collect and use this information

We use school workforce data to:

- enable 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
- provide statutory information to agencies such as the Department for Education (DfE) and Local Authority (LA)
- to comply with the law regarding data sharing

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

- Personal information (such as name, employee or teacher number, national insurance number and address).
- Special Characteristics (such as ethnicity, language, nationality, gender, country of birth, age and medical information).
- contract information (start dates, hours worked, post, roles, salary information).
- work absence information (such as number of absences and reasons).
- qualifications (and, where relevant, subjects taught)

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

We collect and use school workforce information under Article 6 of the General data Protection Regulations (GDPR), where:

- Processing is necessary for compliance with a legal obligation to which the school is subject
- Processing is necessary to protect the vital interests of the data subject or of another natural person
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the school

We process personal data under Article 9 of the GDPR where:

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the school;
- Processing is necessary to protect the vital interests of the data subject or another natural person where the data subject is physically or legally incapable of giving consent; and
- Processing is carried out in the course of the school's legitimate activities with appropriate safeguards

### An example of data processed

An example for data collection purposes (Departmental Censuses) is the Education Act 1996 - see guidance documents at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## 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 the General Data Protection Regulation, 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 for the length of time you are employed by the school plus 6 years (in line with the school's records retention policy).

## Who we share this information with

We routinely share this information with:

- our local authority (LA)
- the Department for Education (DfE)
- the National Health Service

## Why we share school workforce information

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. We share information with the Department for Education on a statutory basis. This data sharing underpins school funding and educational policy and monitoring.

### 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 with the (DfE) 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 who 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 DfE including the data that we share with them, see: <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 the confidentiality of personal data is maintained and there are stringent controls in place regarding its access and 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 data sharing process, 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 access information about you that we hold. To make a request for your personal information, contact the data protection officer at the school (contact details below).

You also have the right to:

- object to processing of personal data that is likely to cause/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 collect or use your personal data, please raise your concern with us in the first instance. Alternatively, contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs Allison Grant, Data Protection Officer, by email at: [agrant@hayes.torbay.sch.uk](mailto:agrant@hayes.torbay.sch.uk) or telephone: 01803 557336.

For more information about how the LA and DfE use your information, please see:

<http://www.education.gov.uk/researchandstatistics/datatdatam/privacynotices/b00212337/datause>  
<http://www.torbay.gov.uk/council/policies/cs/privacy-notices/>

If you cannot access these websites, please contact the LA or DfE as follows:

School Improvement  
Torbay Council  
Tor Hill House, 1<sup>st</sup> Floor South  
Torquay, TQ1 3DR  
Tel: 01803 208916

Public Communications Unit,  
Department for Education  
Sanctuary Buildings, Great Smith Street  
London, SW1P 3BT. [www.education.gov.uk](http://www.education.gov.uk)  
Email: <http://www.education.gov.uk/help/contactus>  
Telephone: 0370 000 2288