



## PRIVACY NOTICE FOR SCHOOL WORKFORCE

ADOPTED :

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DATE OF LAST REVIEW :

March, 2025

REVIEWED BY :

Executive Head Teacher

DATE OF NEXT REVIEW :

March, 2027

# PRIVACY NOTICE

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## Purpose

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Under data protection legislation, all staff have a right to be informed about how Gorse Ride Schools use any personal data that we hold about them.

This document provides insight into how Gorse Ride Schools handles and uses personal data we collect, store, use and share about individuals we employ, or otherwise engage, to work at Gorse Ride Schools (including supply teachers, volunteers and job applicants).

Where in this statement we refer to 'we' or 'our' or 'us' we are referring to Gorse Ride Schools and where we refer to 'you' or 'your' we are referring to our staff.

We are committed to protecting your personal information and to being transparent about what information we hold and share. Gorse Ride Schools understands its obligations to you to help you understand how and why we process your personal data. This notice tells you about these uses and should be read in conjunction with Gorse Ride Schools Data Protection Policy. Our Data Protection Policy and Procedures are governed by the EU General Data Protection Regulation.

## Privacy Notice

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### School Workforce Information

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

- ◆ Contact details
- ◆ Personal information such as date of birth, marital status and gender, ethnic group, trade union membership, national insurance number
- ◆ Next of kin and emergency contact numbers
- ◆ Salary Information including annual leave, pension and benefits information, unpaid leave records
- ◆ Payroll information including bank account details, payroll records, NI and tax status information
- ◆ Recruitment information, including copies of right to work documentation, DBS number, copies of DBS supporting documentation (proof of id and address), references, application forms and signed declarations about suitability to work relating to the Childcare (Disqualification) Regulations, Occupational Health Report
- ◆ Employment records, including contract of employment, work history, job titles, working hours including variation to hours, training records
- ◆ Qualifications including TRN and professional memberships
- ◆ Relevant medical details
- ◆ Performance information
- ◆ Outcomes of any disciplinary and/or grievance procedures
- ◆ Absence data
- ◆ CCTV images

### Why we collect and use this information

We use school workforce data to:

- ◆ Enable individuals to be paid and inform HMRC and pensions administrators
- ◆ Enable the development of a comprehensive picture of the workforce and how it is deployed
- ◆ Provide information for emergencies
- ◆ Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- ◆ Support effective performance management
- ◆ Inform our recruitment and retention policies
- ◆ Allow better financial modelling and planning
- ◆ Enable ethnicity and disability monitoring
- ◆ Improve the management of workforce data across the sector
- ◆ Support the work of the School Teachers' Review Body

## The lawful basis on which we process this information

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We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- ◆ Fulfil a contract we have entered into with you
- ◆ Comply with a legal obligation
- ◆ Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- ◆ You have given us consent to use it in a certain way
- ◆ We need to protect your vital interests (or someone else's interests)
- ◆ We have legitimate interests in processing the data – for example, where:

We process this information in order to comply with the Education Act 1996 and under the 2018 GDPR Articles below, as included in the Data Protection Act 2018.

- ◆ 6(c) processing is necessary for compliance with a legal obligation to which the controller is subject;
- ◆ 6(e) 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 controller;
- ◆ 9(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## 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.

## Storing this information

We hold school workforce data on local and cloud-based computer systems, as well as on paper. All data is kept secure and there are strict controls on who has access to your information.

Once your employment with us has terminated, we will hold data for a long as necessary in line with our retention schedule detailed in our Records Management Policy, after which the information will be securely destroyed.

## Who we share this information with

We routinely share this information with:

- ◆ Our local authority – to meet our legal obligations to share certain information, such as safeguarding concerns and information about headteacher performance and staff dismissals
- ◆ The Department for Education (DfE)
- ◆ Educators and examining bodies

- ◆ Our regulator e.g. Ofsted
- ◆ Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, LGPS and Teacher Pension Schemes
- ◆ Our Occupational Health provider
- ◆ Our Federation

We may also, on occasions, share relevant information with :

- ◆ Central and local government
- ◆ Our auditors
- ◆ Trade unions and associations

## Why we share this 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)

We share personal data with the 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 our Local Authority (LA) and the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Payroll Provider

Your data will be held by our payroll provider to enable us to process payments to you.

For Supply Teachers only, personal data may also be viewed by authorised persons in other schools in the Wokingham Borough Council area that use the Selima system.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including 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 DfE 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 DfE data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE : <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, please contact the school using the details at the end of this document.

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
- ◆ 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

- ◆ Report a concern online at <https://ico.org.uk/concerns>
- ◆ Call 0303 123 1113
- ◆ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

We are registered with the Information Commissioner's Office (ICO).

Registration Reference:       Z9049242 (Gorse Ride Infant & Nursery School)  
  Z7461383 (Gorse Ride Junior School)

If you would like more information about the information that Wokingham Local Authority holds about you, please contact: Data Protection Officer, Wokingham Borough Council, Shute End, Wokingham RG40 1WH. More information and an online form are available via this link:

<http://www.wokingham.gov.uk/council-and-meetings/information-and-data-protection>

## Further information

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer

email: [dpo@gorseride-jun.wokingham.sch.uk](mailto:dpo@gorseride-jun.wokingham.sch.uk)

## Contact:

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If you would like to discuss anything in this privacy notice, please email the Data Protection Officer:

Nicole Wallace

[dpo@gorseride-jun.wokingham.sch.uk](mailto:dpo@gorseride-jun.wokingham.sch.uk)