



## Privacy Notice (How we use workforce information)

### The categories of school information that we process

These include:

Category of Personal Information	Specific Type of Personal Information	Lawful Basis for Processing	Legislation (if applicable)
Personal	Name	Comply with the Law	Section 5, The Education (Supply of information about the School Workforce)(England) regulations 2017 & amendments
	Employee number	Comply with the Law	
	National Insurance number	Comply with the Law	
	Teacher number	Comply with the Law	
Contact	Telephone number	Fulfil a contract with you	
	Emergency contact numbers	Fulfil a contract with you	
	Postal address	Fulfil a contract with you	
	Email addresses	Fulfil a contract with you	
Identity/'Right to Work'	Passport	Comply with the Law	The Immigration, Asylum and Nationality Act 2006 & the Immigration (restrictions on employment) Order 2007
	Birth certificate	Comply with the Law	
	Driving Licence	Comply with the Law	Keeping Children Safe in Education
Contract information	Start date	Comply with the Law	Section 5, The Education (Supply of information about the School Workforce)(England) regulations 2017 & amendments
	Job title	Comply with the Law	
	Hours worked	Comply with the Law	
	Working pattern	Comply with the Law	
	Post	Comply with the Law	
	Role	Comply with the Law	

Category of Personal Information	Specific Type of Personal Information	Lawful Basis for Processing	Legislation (if applicable)
	Salary	Comply with the Law	
Work absence	Number of absences	Fulfil a contract with you	
	Reasons for absence	Fulfil a contract with you	
Recruitment	Qualifications	Comply with the Law	For Teachers – The Education (Specified Work) (England) Regulations 2012. School Staffing (England) regulations 2009 and ‘Keeping Children Safe in Education’
	Work history	Comply with the Law	School Staffing (England) Regulations 2009 and ‘Keeping Children Safe in Education’
	Employment application form	Comply with the Law	
	Employment references	Comply with the Law	
	Interview records and notes	Comply with the Law	
Safeguarding	DBS Information	Comply with the Law	A defined in part 1 of schedule 4 to the Safeguarding Vulnerable Groups Act 2016. Keeping Children Safe in Education
	Disqualification by Association	Comply with the Law	The Children Act 2006 and the Childcare (Disqualification) regulations 2009. Keeping Children Safe in Education
	Section 128 Barring decisions	Comply with the Law	Keeping Children Safe in Education
Training	Training records	Fulfil a contract with you	
	Professional memberships	Fulfil a contract with you	
Performance Management	Annual Appraisal documents	Fulfil a contract with you (Support staff) Comply with the Law (Teachers)	(Teachers) The Education (School Teachers Appraisal) (England) Regulations 2012
	Threshold applications	Comply with the Law	
	Disciplinary information	Comply with the Law	School Staffing (England) Regulations 2009
	Capability information	Comply with the Law	

Category of Personal Information	Specific Type of Personal Information	Lawful Basis for Processing	Legislation (if applicable)
	Grievance information	Fulfil a contract with you	
Health and Safety	Accident reports	Comply with the Law	The Health and Safety at Work Act 1974
	First aid reports	Comply with the Law	The Health and Safety at Work Act 1974
Financial	Bank details	Fulfil a contract with you	
	Pension information	Fulfil a contract with you	
	Tax details	Fulfil a contract with you	
Images	Photographs	Comply with the Law	Keeping Children Safe in Education
IT & Communication	System usage	Comply with the Law	Keeping Children Safe in Education
Vehicle	Registration number	Consent	
	Make and model	Consent	

We may also collect, process, hold and share information about you that falls into ‘special categories’ of a more sensitive personal nature. This includes information about;

Specific Type of Special Category Information	Lawful Basis for Processing
Race	the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject
Ethnic origin	
Religion	
Trade Union Membership	
Sexual Orientation	
Health	Necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3. Education (Health Standards) (England) Regulations 2003, Access to Medical Reports Act 1998

## Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of 'safer recruitment' and retention policies
- c) enable individuals to be paid
- d) Support effective appraisal procedures
- e) Enable equalities monitoring
- f) Enable us to comply with our safeguarding responsibilities
- g) Ensure the health, safety and welfare of staff and children
- h) Enable us to comply with our responsibilities under employment law
- i) Allow better financial modelling and planning

## Collecting workforce information

We collect personal information via [explain method of data collection used, for example, staff contract forms].

Workforce data is essential for the school's / local authority'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 UK GDPR, 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 in this.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit [Policies | Extol \(extoltrust.co.uk\)](#)

## Who we share workforce information with

We routinely share this information with:

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

We routinely share information with;

- Our payroll provider (Hartlepool Borough Council) for the purposes of payroll and pensions administration and for quality assurance of the School Workforce Census. This is undertaken using a secure communication system or email.
- The Department for Education (DfE). 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 policy framework](#).
- Extol Academy Trust for contractual and operational employment and health, safety and welfare purposes. This is undertaken using secure email.
- Our financial auditors for the purposes of ensuring compliance with our funding agreement and financial regulations. This is undertaken on Extol Academy Trust sites.

In addition, we may also share information with the following;

- Our occupational health provider
- Our appointed counselling provider
- Our appointed physio provider
- Police Force, Courts, Tribunals
- Professional Bodies
- Professional advisers and consultants
- OfSTED

## Why we share school workforce information

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

## Department for Education

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 children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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.

For more information, please see 'How Government uses your data' section.

## 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 your Headteacher or CEO.

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
- a right to seek redress, either through the ICO, or through the courts

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics

- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in September 2021.

## Contact

As a Public Authority Extol Trust is required to have a Data Protection Officer (DPO) by law and as such has appointed the following to undertake this role;

Panoramic Business Operation Services Ltd

Email: [DPO@panoramic.org.uk](mailto:DPO@panoramic.org.uk)

## How government uses your data

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

- informs departmental 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

## Data collection requirements

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>.

## Sharing by the department

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.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

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

To contact the department: <https://www.gov.uk/contact-dfe>.