

# Gladesmore Community School



## School Workforce Privacy Notice (Haringey Model)

**[OP8.1]**

Last updated : March 2024	Review : every 3 years	
Governing Body :		
Status : Statutory	Index : Operational	Website : N

## **GDPR WORKFORCE PRIVACY NOTICE**

**School workforce data that Gladesmore Community School collects, processes, holds and shares**

This includes:

- Personal information (such as name, employee or teacher number, national insurance number);
- Special categories of data including 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;
- addresses, and emergency contact details;
- personnel information, such as references, timesheets claims, appraisal information;
- other payroll information.

### **Why Gladesmore Community School collects and uses this information**

- 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.

### **The lawful basis on which Gladesmore Community School process this information**

Gladesmore Community School processes this information under:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2)(b) processing is necessary for the purpose 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 in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **Collecting this information**

Whilst the majority of information you provide to the School is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, Gladesmore Community

School 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**

Gladesmore Community School holds workforce data for up to **7 years**

### **Who does Gladesmore Community School shares this information with?**

Gladesmore Community School routinely share this information with:

- Haringey Council;
- the Department for Education (DfE)

### **Why Gladesmore Community School shares school workforce information**

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

#### **Haringey Council**

Gladesmore Community School is required to share information about its workforce members with Haringey Council under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Department for Education (DfE)**

The School shares 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.

The School is required to share information about our school employees with our local authority (LA) and the Department for Education (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. 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 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.

### **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 headteacher.

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 the School is collecting or using your personal data, we ask that you raise your concern with the School in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

For more information about the **Department for Education'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>

11.1.1 If you would like to discuss anything in this privacy notice, please contact the schools Data Protection officer:

**JUDICIUM EDUCATION - Alex Mehta ([alex@judicium.com](mailto:alex@judicium.com)).**

Or speak with the headteacher or Business Manager

