Kilgarth School
Wirral

Privacy Notice (How we use workforce information)

This Notice explains how the school uses the personal data it collects from the workforce. This includes all individuals employed or engaged in work for the school.

The categories of school information that we process include:

- personal information – examples are name, address, employee number, NI, photograph.
- special categories of data – examples are gender, age, nationality, ethnic group, health.
- contract and employment information – examples are start dates, hours worked, post, roles and salary information, appraisal and disciplinary information.
- work absence information – examples are number of absences/reasons, occupational health information.
- qualifications
- safeguarding – examples are employment checks, references and DBS information.
- financial – examples are bank details.

We collect and use workforce information to enable us to:

- development of a comprehensive picture of the workforce and how it is deployed
- recruit, retain, train, appraise, manage the welfare and performance of staff
- enable individuals to be paid, pension contributions made, tax and NI deducted
- undertake our responsibilities for safeguarding children
- provide employee services and benefits (such as childcare vouchers and pensions)
- enable the provision of education and pastoral care to our students
- communications
- to comply with our legal obligations in relation to the law
- to provide catering and payment services
- to provide library, ICT and information services
- to maintain staff records
- to monitor equal opportunities
- to ensure staff and student safety and security - to prevent and detect crime
- to promote the school and its activities
- to carry out audits, ensuring compliance with our legal obligations
- to deal with complaints, grievances and disciplinary actions
- to complete DfE school workforce census
- to administer school trips and activities

Legal Basis and Consent

Under current Data Protection legislation the legal basis we rely on for processing personal information for general purposes are:

- 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
- consent has been obtained from the data subject
- necessary for the performance of a contract with the data subject
- processing is necessary for compliance with a legal obligation

When we collect special category personal data as mentioned above, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws.

The majority of information you provide to us is mandatory or required as a contractual obligation of your employment, however some information will be provided on a voluntary basis. In order to comply with Data Protection Legislation we will inform you whether you are required to provide certain information to us, or if you have a choice in this.

Retaining and Disposing of this information

We hold school workforce data in strict compliance with current Data Protection legislation and we retain and dispose of it as specified in our Record Retention and Destruction Schedule.

Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- future employers (for reference information)
- examination boards
- catering and trip payment service providers
- communication service providers
- school trip providers and destinations (for example names to purchase tickets)
- IT service providers to enable access to services
- payroll service provider (DCC)
- LGPS and Teacher Pensions
- HMRC

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.

- 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 of educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools 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 Department for Education including the data that we share with them see
www.gov.uk/education/data-collection-and-censuses-for-schools

Department for Education

We are required to share information about our school employees with the Department for Education (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.

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

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 of Education

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

Requesting access to your personal data

Under data protection legislation, employees have the right to request access to information about them that the school holds. To make a request for your personal information contact the **Headteacher**. The Data Protection Officer is Veritau and they can be contacted on 01904 554025. via the school office on 01516528071 for Kilgarth school and 0151522900 for Gilbrook school

Individual's Rights

The Current Data Protection Legislation UK gives individuals the following rights:-

The right to be informed - Individuals have the right to be informed about the collection and use of their personal data.

The right of access - Individuals will have the right to obtain:
confirmation that their data is being processed;
access to their personal data; and
other supplementary information

The right to rectification - Individuals have the right to have inaccurate personal data rectified.

The right to erasure - individuals can request to have personal data erased, also known as the 'right to be forgotten'. Individuals can make a request for erasure verbally or in writing and we have a month to respond. The right is **not absolute** and only applies in certain circumstances.

The right to restrict processing - Individuals have the right to request the restriction or suppression of their personal data. This is **not an absolute** right and only applies in certain circumstances.

The right to data portability - Individuals can obtain and reuse their personal data for their own purposes across different services. This right only applies to information an individual has provided to a controller.

The right to object – to processing including direct marketing (including profiling); and processing for purposes of scientific/historical research and statistics.

Rights in relation to automated decision making and profiling – you can object to decision making based solely on automated means without any human involvement.

Contact

If you have a concern about the way we are collecting or using personal data, we request that you raise your concern with us in the first instance. If we cannot resolve your query then you have the right to contact the Information Commissioner's Office at https://ico.org.uk/concerns/

If you would like to discuss anything in this privacy notice, please contact your Data Protection Officer : **Veritau 01904 554025**

Privacy Notice updated June 2025