

Privacy Notice - Brownlow Fold Primary School

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

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

- personal information (such as name, employee or teacher number, national insurance number, addresses and relevant medical information)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles, salary and payroll information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- photographs (displayed on the staff welcome board and the school website)
- videos (for instructional coaching programmes)

Why we collect and use this information:

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed and to benchmark against other organisations
- inform the development of recruitment and retention policies
- enable individuals to be paid

The lawful basis on which we use this information:

The lawful bases for processing are set out in Article 6 and Category 9 of the GDPR:

- a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- c) Racial or ethnic origin
- d) Religious or philosophical beliefs
- e) Trade Union Membership
- f) Health
- g) Sexual life or orientation
- h) Financial information
- i) The data subject has given explicit consent
- j) Necessary for the purposes of preventative or occupational medicine, for example the assessment of the working capacity of an employee.

Data relating to criminal convictions or offences:

Under GDPR information relating to criminal convictions (includes all DBS checks even if they show no convictions/offences) can only be processed if you are doing so in an official capacity or have specific legal authorisation to do so.

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 legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Under principle 4 of the GDPR, the school has a duty to check that school workforce and next of kin information is accurate and up to date. It fulfils this by sending out a data collection form to school workforce on a regular basis. It is the responsibility of a workforce member to advise school if the information is incorrect.

Storing this data:

We hold school workforce data in accordance with the Information Records Management Society, <http://irms.org.uk>

Who do we share this information with?

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Health professionals working with specific workforce members
- Emergency contact numbers are accessed by the Teachers 2 Parents texting service.
- Contractors, to enable them to provide an effective service to the school, such as external tutors
- Staff names are shared with 'Tempest Photography' for identification purposes having their school photo taken and with 'Inventory' for signing in and out of school
- Curriculum software packages, including 'Purple Mash'
- Assessment tracking software, 'Tapestry' and 'Educator'
- Instructional Coaching platforms, Ambition Institution and secure, encrypted sharing platform Steplab
- Attendance information is shared with 'Global Policing' as part of our Attendance Support Service
- NHS Test and trace- Covid-19 Contact Tracing

Why we share school workforce information:

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

We are required to share information about our school employees with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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.

Data collection requirements:

The DfE collects and processes personal data relating to those employed by schools (including Multi 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 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.

For more information about the department'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>

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 school Data Protection Officer, the Headteacher or School Business Manager on the contact details below.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- prevent processing for the purpose of direct marketing (including profiling) and for the purposes of scientific / historical research and statistics
- object to decisions being taken by automated means where it produces a legal or similarly significant effect on you
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed where there is no compelling reason for its continued processing; 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, you should raise your concern with us in the first instance or directly to 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:

The Data Protection Officer for Brownlow Fold Primary School- Shane Williams, Global Policing Limited, on email - data@globalpolicing.co.uk web – www.globalpolicing.co.uk/data

Tel: 0161 212 1681 or alternatively,

Mrs Cheung
Headteacher
Brownlow Fold Primary
School
Darley Street
Bolton
BL1 3DX
Tel: 01204 333511
[office@brownlow-
fold.bolton.sch.uk](mailto:office@brownlow-fold.bolton.sch.uk)

Mrs Ellison
Deputy Headteacher
Brownlow Fold Primary
School
Darley Street
Bolton
BL1 3DX
Tel: 01204 333511
[office@brownlow-
fold.bolton.sch.uk](mailto:office@brownlow-fold.bolton.sch.uk)

Mrs Vickers
School Business Manager
Brownlow Fold Primary
School
Darley Street
Bolton
BL1 3DX
Tel: 01204 333511
[office@brownlow-
fold.bolton.sch.uk](mailto:office@brownlow-fold.bolton.sch.uk)

Or alternatively, please contact the LA on:

Information Management Unit,
Department of People,
Bolton Council, 1st Floor,
Town Hall,
Bolton, BL1 1UA

Website: www.bolton.gov.uk

Email: ec.imu@bolton.gov.uk