

# Privacy Notice (How we use workforce information)

The school workforce: those employed to teach, or otherwise engaged to work at, Connected Learning

## The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, country of birth, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, holidays)
- disciplinary records
- CPD information
- qualifications (and, where relevant, subjects taught)
- payroll and pension information
- relevant medical and dietary information

This list is not exhaustive, to access the current list of categories of information we process please see **current privacy notice on the Trust website**.

[www.connectedlearningmat.co.uk](http://www.connectedlearningmat.co.uk)

## 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 recruitment and retention policies
- c) enable individuals to be paid

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are performing a public task (educating children).

## Collecting workforce information

Workforce data is essential for the Trust'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 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.

We collect workforce information via application forms, paper forms, online information, communication with yourself and information received from a third party (eg. referees, colleagues, agencies)

We use the staff data:

- to maintain our own accounts and records
- to support you in you in your professional role
- to ensure staff are paid

- to support staff training
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

## Storing workforce information

We hold staff data whilst they are on roll; the network account is deleted when a member of staff leaves the employment of the Trust.

Any other data required for legal purpose will remain on file and will be archived. We hold data securely for the set amount of time shown in our data retention schedule.

For more information on our data retention policy and schedule and how we keep your data safe, please visit the Policies section of our Trust website.

[www.connectedlearningmat.co.uk](http://www.connectedlearningmat.co.uk).

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to, and use of, your personal information. This includes both physical and technical security and integrity of all data.

## Who we share workforce information with

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE) & the Education Funding & Skills Agency (EFSA)
- HMRC
- Disclosure & Barring Service
- Pension Schemes

## 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.

We do not process your personal information outside the EEC.

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

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.

## 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 HR Manager**.

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

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/>

## Contact

**If you would like to discuss anything in this privacy notice, please contact:**

Information Champion  
c/o Business Centre  
Templars Academy  
Cressing Road  
Witham CM8 2NJ  
01376 518190  
[tinaweavers@connectedlearningmat.co.uk](mailto:tinaweavers@connectedlearningmat.co.uk)  
[www.connectedlearningmat.co.uk](http://www.connectedlearningmat.co.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.

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