

# Staff and Volunteer Privacy Notice (How we use school workforce information)

**Axe Beacon Federation** collects, uses and is responsible for certain personal information about you. When we do so, we are regulated under the General Data Protection Regulation (GDPR) which applies across the European Union (including the United Kingdom) and we are the data controller for personal information about our staff and volunteers. We use this data to fulfil our obligations under law, ensure that contracts are met and to keep pupils and staff safe. Whilst this policy refers to the details of staff information, the same process is true for volunteers. The scope of the data, however, for volunteers is far smaller, for example there is no contract or payment information needed but safeguarding and DBS requirements still apply.

## 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)
- 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)
- safer recruitment information (such as DBS and Rights to work checks)
- qualifications (and, where relevant, subjects taught)

## 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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- support pension payments and calculations
- enable leave payments (such as sick pay and maternity pay)
- inform financial audits of the Federation
- fulfil our duty of care towards volunteers and staff

## The lawful basis on which we process this information

We process 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;” and Article 6.1(e) “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.”

For special categories of data, medical and ethnicity, Article 9.2(b) “processing is necessary for the purposes 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;”

An example of how legislation applies to the processing of staff information in Axe Beacon Federation. We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 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 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.

## Storing this information

We hold school workforce data for 6 years after the termination of employment, in accordance with the Limitation Act 1980 (section 2). The information is locked away and stored securely on the premises and in the SIMS administration system which has restricted access.

## Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- staff within the Federation

## 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.

### 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 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 Natalie Markham at Axe Beacon Federation.

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 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/>

## Further information

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

Simon Lewis  
Data Protection Officer  
Axe Beacon Federation  
01297 20922  
[dpo@axebf.org.uk](mailto:dpo@axebf.org.uk)

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Updated 21<sup>st</sup> May 2018