



PRIVACY NOTICE (How we use workforce information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

The Bridge School are the data controller for the purposes of the General Data Protection Regulation (GDPR).

Appendix A explains temporary changes to Employees Privacy Notice during COVID19.

Our data protection officer is Robert Montgomery (see 'Contact us' below).

The categories of school information that we process include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information and other payroll information (such as start date, 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
- images of you undertaking school activities may be posted on our School Website

This list is not exhaustive, to access the current list of categories of information we process please see the SBM.

Why we collect and use workforce information

We use workforce data to:

- a) improve the management of workforce and how it is deployed
- b) facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) support effective performance management
- d) inform recruitment and retention policies
- e) enable individuals to be paid

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting workforce information

We collect personal information via data collections sheets and pre-employment personnel forms.

Workforce data is essential for the school's/local authority'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.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to our data protection/records management policy.

Data Sharing

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals*
- *The Department for Education*
- *Our regulator [specify as appropriate e.g. Ofsted, Independent Schools Inspectorate]*
- *Central and local government*
- *Our auditors*
- *Trade unions and associations*
- *Health authorities*

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

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

- 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](#).

For more information, please see 'How Government uses your data' section.

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 SBM or HT.

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:

Sarah Farrelly
School Business Manager
The Bridge School
Waterloo Road
Hadley
Telford
TF1 5NQ

Website: www.thebridgeschool.co.uk

email:A7017@Telford.gov.uk

Telephone: 01952 387108

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>

To contact DPO Robert Montgomery: Robert.Montgomery@Telford.gov.uk

Appendix A

Temporary Changes to Employees Privacy Notice

The SCHOOL may process your personal data in response to the outbreak of COVID 19 (Coronavirus), which is in addition to what would ordinarily be collected from staff and their dependents, to ensure their health, safety and well-being.

The SCHOOL employs data minimisation and therefore will only process personal data limited to what is necessary and taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus. With this information, the SCHOOL will be able to effectively fulfil our responsibility to keep people safe, put contingency plans into place to safeguard those vulnerable and aid business continuity.

What types of information do we collect from you?

Personal data is being collected to enable SCHOOL identify any staff (or those closely linked to staff/dependents) who are in any of the high risk categories and would be considered vulnerable under government guidance on COVID19. The SCHOOL cannot detail in full what type of personal data we will collect as different circumstances may mean different categories are processed.

In addition information will be collected from staff to enable effective business continuity and to ensure redeployment of staff should this be necessary in response to the outbreak.

How is your information used?

We may use your personal information to:

- To identify staff (or those closely linked to staff/dependents) who are in any of the high risk categories (as defined by government guidance) and would be considered vulnerable, if infected with COVID19.
- For business continuity purposes and to redeploy staff to areas of need in response to the outbreak where this may be required.
- To ensure COVID testing is carried out where necessary and where an individual is eligible.

What is our legal basis for processing this personal information?

The SCHOOLS legal basis for processing your personal data for the stated purpose includes these sections of the Data Protection Act 2018:

- Article 6(1)(d) – processing is necessary in order to protect the vital interests of the data subject or another natural person
- 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 category data such as Health data, this will be processed under the following legal basis:

- Article 9(2)(i) – processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.

Who has access to your information?

The SCHOOL may share your personal information with the following third parties for the reasons detailed below:

- Internally with other teams where this is necessary for staff redeployment of business continuity
- Internally only where necessary for the purposes of supporting those identified as high-risk if infected with COVID19
- Internally with other teams where this is necessary to provide you with a specific service or guidance and support relevant to Covid19.
- With the NHS for the purposes of carrying out tests for Covid19 where you are eligible

Sharing of your personal data will be proportionate and necessary for the purposes outlined above. We will not sell or rent your information to third parties.

How long will we keep your information for?

Information will be kept for as long as is necessary, taking into account of Government advice and the on-going risk presented by COVID19. At a minimum the information will be kept for the duration of the SCHOOLS COVID19 response.

What security precautions in place to protect the loss, misuse or alteration of your information?

The SCHOOL will take reasonable and appropriate steps to protect your personal information from unauthorised access, loss, misuse, alteration or corruption. We have put in place physical, electronic, and organisational controls to safeguard the information you provide to us.