



Privacy Notice for the School Workforce Policy

PLAN ADMINISTRATION

PRIVACY NOTICE FOR THE SCHOOL WORKFORCE POLICY

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Electronic copies of this plan are available from	School 'A' drive
Hard copies of this plan are available from	School office
Person responsible for review	Headteacher

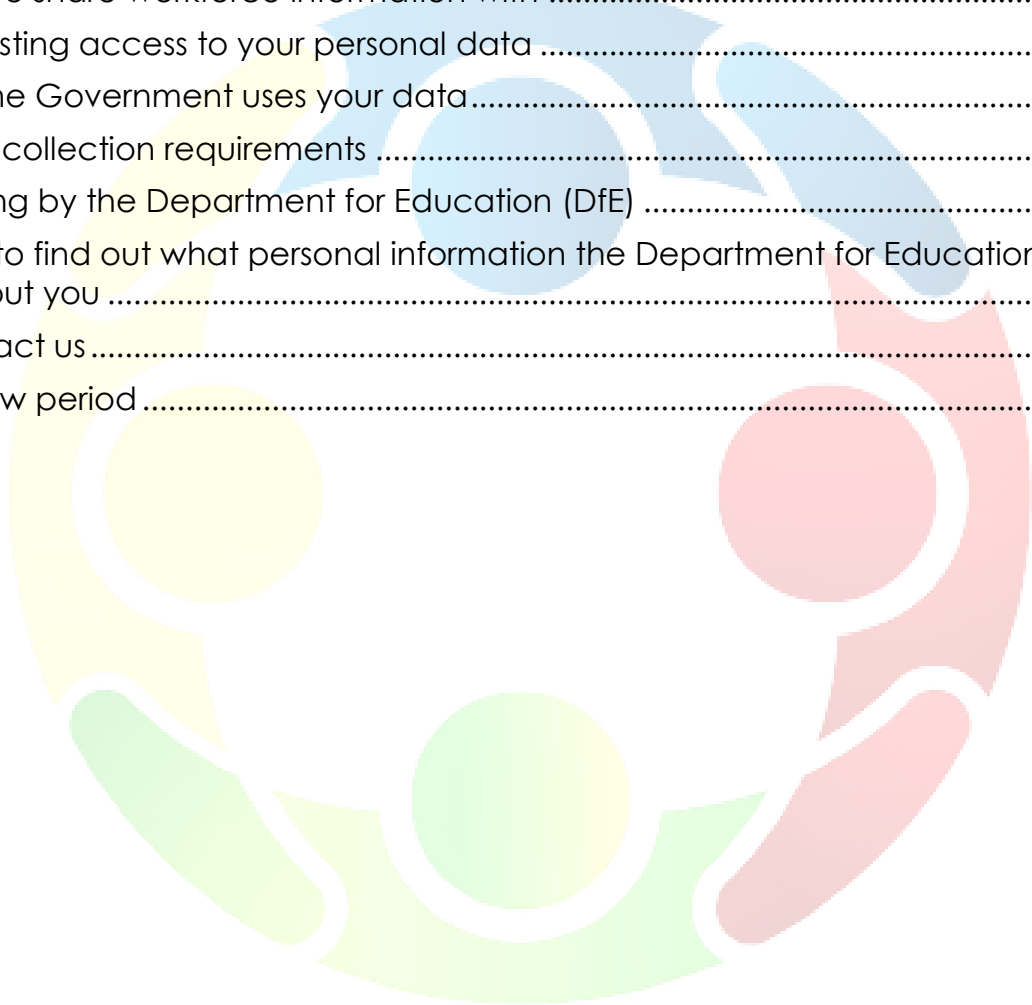
PLAN SIGN-OFF:

ROLE	SIGNATURE	DATE
Headteacher		11.06.2025
Chair of Governors		11.06.2025
School Business Manager		11.06.2025



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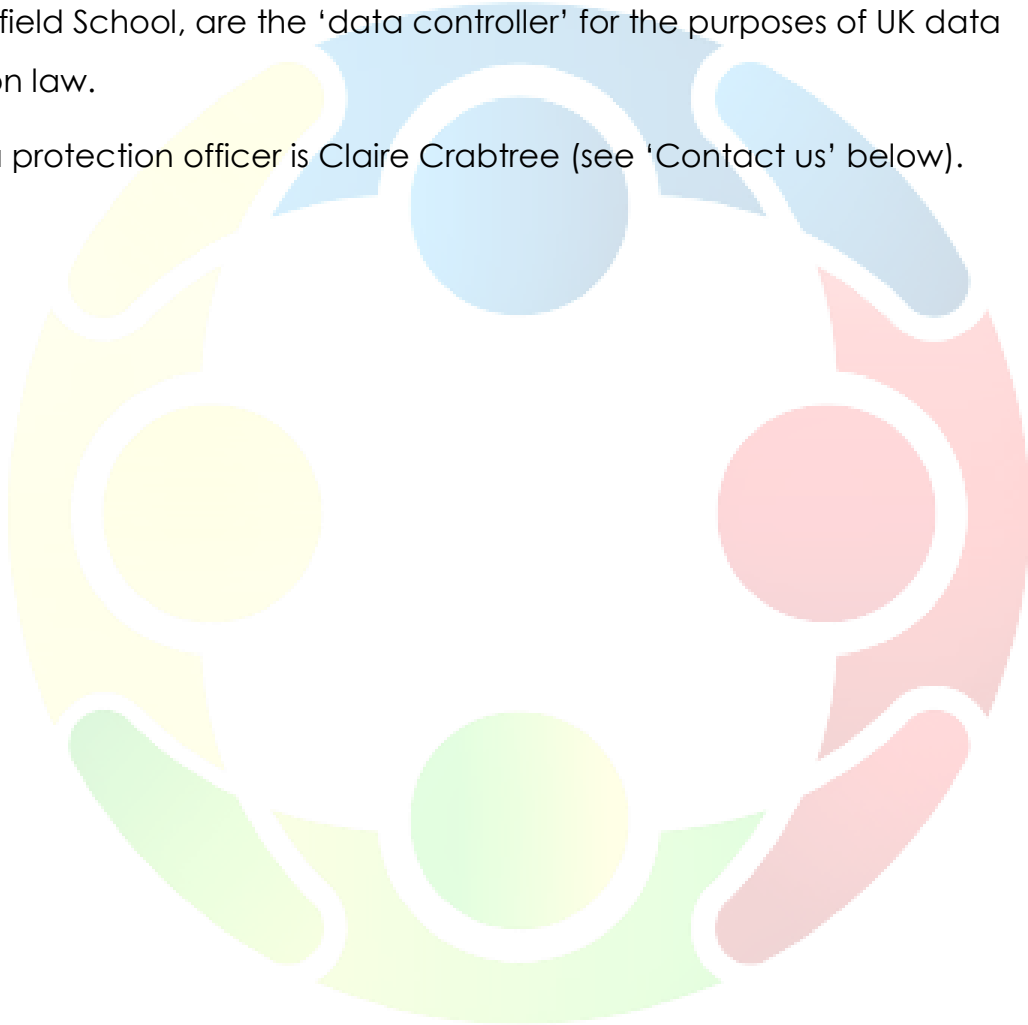
1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices'.

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

We, Mayfield School, are the 'data controller' for the purposes of UK data protection law.

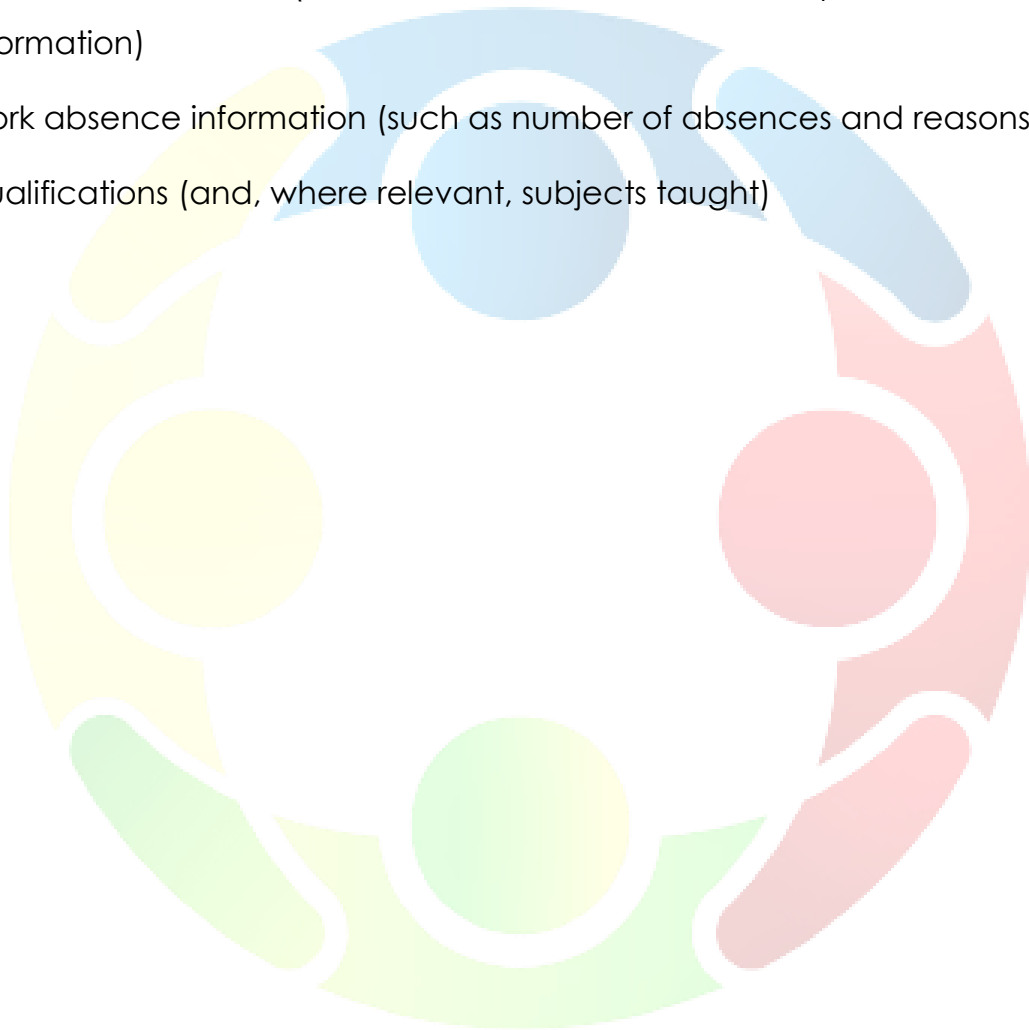
Our data protection officer is Claire Crabtree (see 'Contact us' below).



2. The categories of school information that we process

These include:

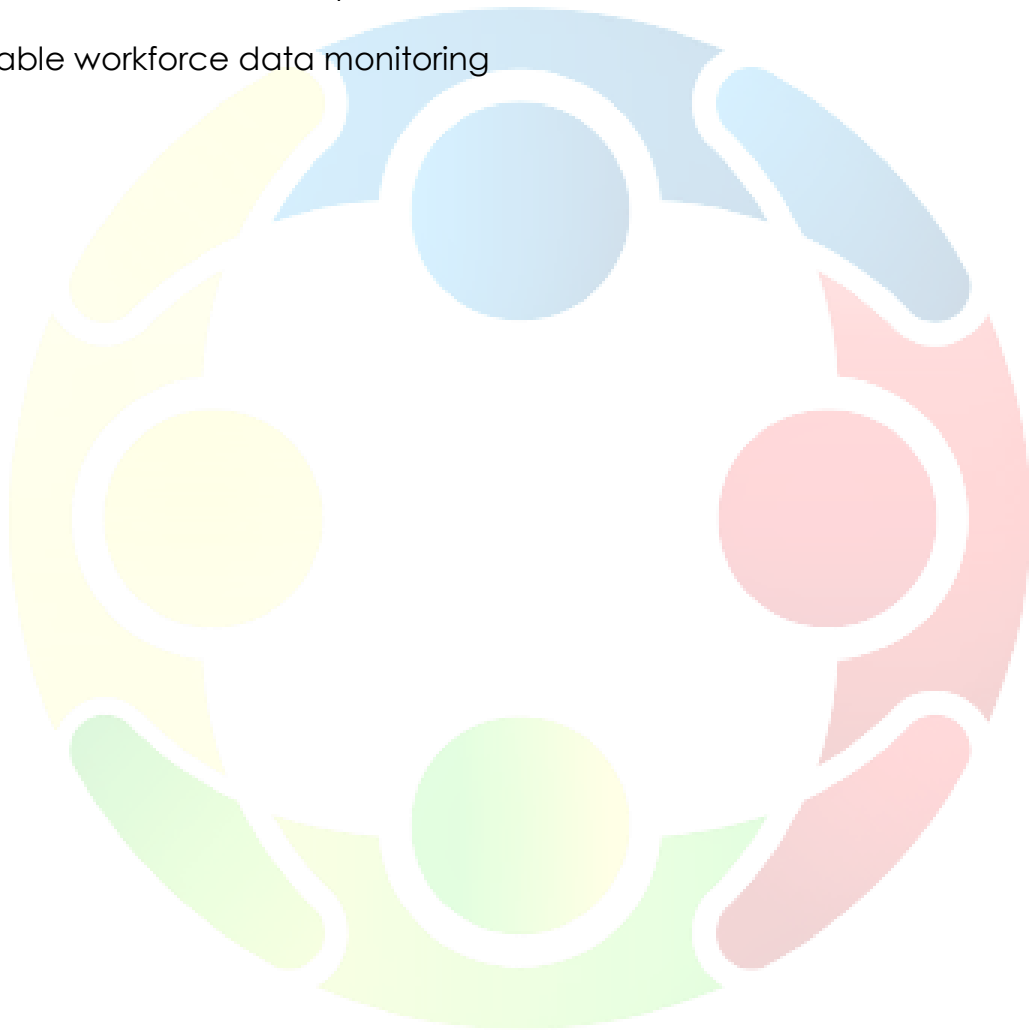
- Personal information (such as name, employee or teacher number, national insurance number)
- Special characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)



3. Why we collect and use workforce information

We use school workforce data to support the DfE and Local Authority 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
- d) Enable workforce data monitoring



4. The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

- Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.

2. Paragraph 1 shall not apply if one of the following applies:

- Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records

5. Collecting workforce information

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 UK 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.



6. Storing workforce information

We hold school workforce data securely at Mayfield School. This data will be held in line with the school's and Local authority's retention of records policy. Data will only be retained for as long as necessary to fulfil the purposes for which it was processed and not retained indefinitely.



7. Who we share workforce information with

We routinely share this information with:

- Our local authority (where applicable)
- The Department for Education (DfE)

7.1 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.

7.2 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.

7.3 Department for Education (DfE)

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.
- We are required to pass information about our school employees to 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 the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

8. 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's data protection officer Claire Crabtree on 01257 263063 or claire.c@chorleymayfield.lancs.sch.uk

You also have the right to:

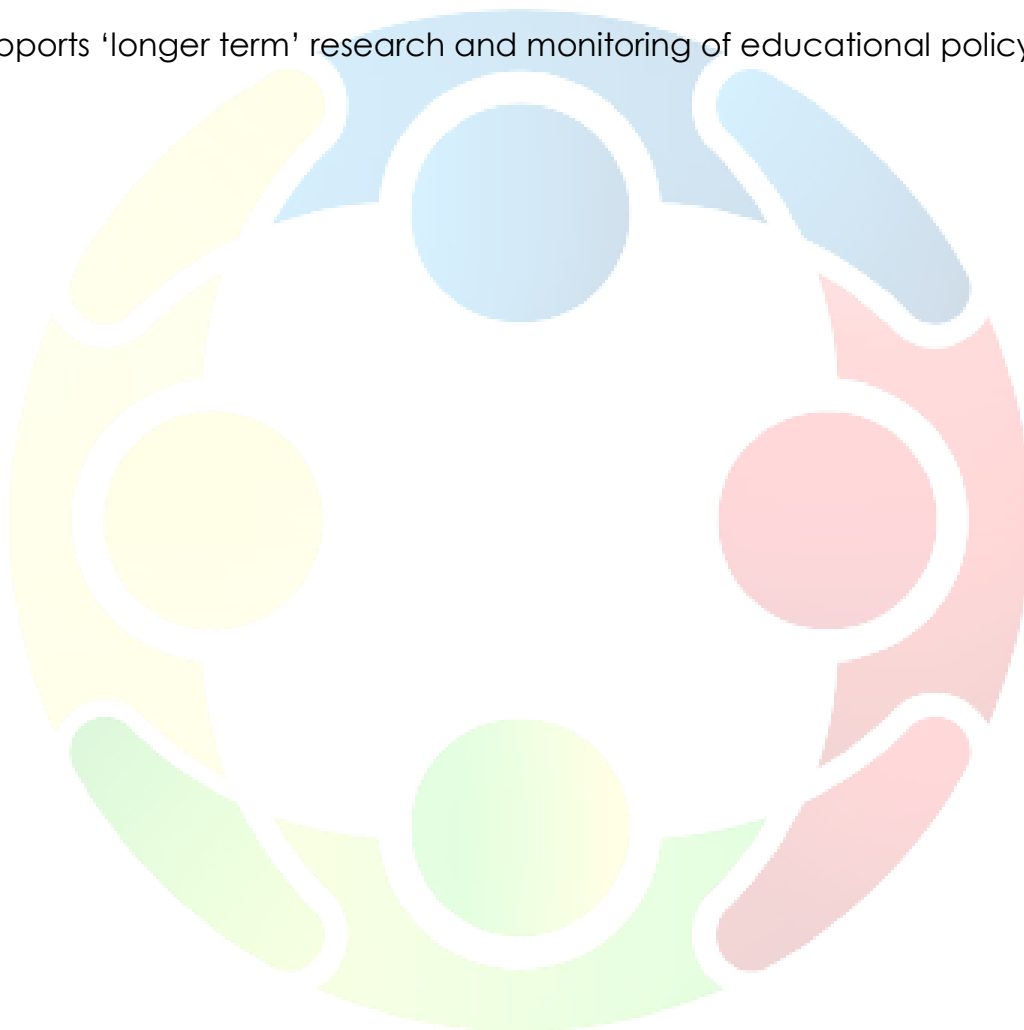
- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

9. How the Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- Informs the Department for Education (DfE) 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



10. Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.



11. Sharing by the Department for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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.

12. How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- If they are processing your personal data
- For a description of the data they hold about you
- The reasons they're holding it and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Claire Crabtree
 - sbm@chorleymayfield.lancs.sch.uk
 - 01257 263063



14. Review period

This policy will be reviewed annually to ensure its continued effectiveness and relevance. Any necessary updates will be implemented promptly, particularly in response to changes in legislation, industry standards, or guidance issued by the Local Council (LCC). If the LCC releases an update, the policy will be revised accordingly to align with the new requirements.

