



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.

We, Hillcrest School and Sixth Form Centre, Stonehouse Lane, Bartley Green, Birmingham, B32 3AE are the 'data controller' for the purposes of data protection law.

The categories of school information that we process

We process data relating to those we employ, or otherwise engage at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status and pension information
- Recruitment information, including copies of right to work documentation, references and other
- information included a cover letter as part of the application process
- DBS Certificate number and date of issue, prohibition from teaching and management checks, declaration form
- Checks made regarding online presence including social media searches.
- Medical questionnaires and, where appropriate, information about an individual's health
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs and videos of participation in Schools' activities
- CCTV footage captured by the Schools' CCTV system
- Data about your use of school's information and communications system

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions and sickness records

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
- d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) Support effective performance management
- f) Inform our recruitment and retention policies
- g) Allow better financial modelling and planning
- h) Enable ethnicity and disability monitoring
- i) Improve the management of workforce data across the sector
- j) Support the work of the School Teachers' Review Body

We collect and use staff information under GDPR, Article 6(1), where it is necessary for the performance of a contract to which the data subject is party or to take steps at the request of the data subject prior to entering into a contract. Under Article 9(2) of the GDPR, staff personal data will only be processed for the purposes of carry out our obligations in the field of employment.

Collecting workforce information

Workforce data is essential for the school'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 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.

Storing workforce information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule.

Who we share workforce information with

We do not share information about you with any third party without your 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:

- The local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Our regulator e.g. Ofsted
- Suppliers and service providers - to enable them to provide the service we have contracted them for, such as personnel and payroll
- 3rd party application such as EPM, Xero, Microsoft, CPOMMS and other IT applications.
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Occupational Health providers
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

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.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment of educational attainment.

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 the Department for Education (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 Sharron Johnson, Data Protection Officer.

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

Contact

If you would like to discuss anything in this privacy notice, please contact: Sharron Johnson, Data Protection Officer.