

## Testwood School Privacy Notice (how we use personal information) Workforce and Volunteers

Key Responsibility	JHo
Last Review:	May 2025
Next Review:	May 2026

### Revision History

Version	Date	Amendments	Initials
V1.1	08/02/2021	Amended place that stated Student to workforce	AS
V1.2	07/07/2021	Planned review – Updated Appendix A	AS
V1.3	07/05/2024	Planned review – Updated Appendix A	SL
V1.4	06/05/2025	Amended 3rd party systems used	SL

### Privacy Notice (How we use personal information)

#### Why do we collect and use personal information?

We collect and process personal details relating to those we employ to work at, or otherwise engage to work at, our school. This is for safeguarding and employment purposes to assist in the running of the school and/or to enable individuals to be paid.

#### The categories of personal information that we collect, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number, car details, next of kin)
- 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)
- qualifications (and, where relevant, subjects taught)
- Performance Management information (lesson observations, performance management targets)
- CPD records
- Personal information for the Single Central Register (Such as DBS number)
- Personal Information for payroll (such as NI number, bank details, pension details).
- Medical Information (such as, medical conditions, medicines, occupational health checks)

The General Data Protection Regulation allows us to collect, use and share personal information under the following legal basis;

**Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.

**Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

**Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).

**Vital interests:** the processing is necessary to protect someone's life.

**Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law

### **Collecting personal information**

Whilst the majority of personal information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us or if you have a choice in this. Where we are using your personal information only on the basis of your permission you may ask us to stop processing this personal information at any time.

### **Storing personal data**

We hold workforce data for / in accordance with the HCC Schools Records Retention Schedule.

### **Who do we share Workforce information with?**

We routinely share Workforce information with:

- our local authority
- the Department for Education (DfE)
- NHS and Health care providers
- Payroll provider
- School Communication system provider
- Pension provider
- Providers of online tools used for educational or safeguarding purposes (Such as Google, Kerboodle)

### **Why we share Workforce information**

We do not share personal information 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.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### **Payroll Provider**

To enable individuals to be paid.

#### **Pensions Provider**

To ensure setup and maintain Workplace pensions.

#### **School Communication System**

To enable staff to be contacted easily and in emergency situations e.g. school closures.

#### **Providers of online services**

To enable the use of educational services that are used to enhance learning for students.

#### **Data collection requirements:**

The DfE collects and processes personal data relating to those employed by schools (including Single Academy Trusts and 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, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our **Data Protection Officer** (details below)

You also have the right, subject to some limitations 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, you should raise your concern with us in the first instance or directly to 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:

### **Data Protection Officer**

**Tel: 02380 665494**

or

**email: [dpo@testwoodschoo.co.uk](mailto:dpo@testwoodschoo.co.uk)**

**Appendix A****Third party systems used by Testwood School**

<b><u>Supplier</u></b>	<b><u>What it is used for</u></b>
Microsoft Office 365	Emails, Onedrive
Google G Suite	G Suite – Google Classroom, Google Drive, Gmail, etc.
CPOMS Systems Limited	CPOMS - Safeguarding management system
ASSET for Schools	Monitor and track Children in Need & Children in Protection's attendance and progress.
ParentPay	Home-School Communications, Payments
Arbor	School Information Management System, Options system, Parent App
Groupcall	Secure data transfer tool for our third party suppliers
Softlink	Oliver Library System
Renaissance Learning, Inc	Accelerated Reader
Vericool	Cashless catering system
Seneca Learning Ltd	Seneca
4Matrix	Assessment Data Analysis
SOCS	Manage and communicate sports and Co-Curricular programmes
Xello	Online program for careers and life