



Last reviewed on:	10/06/2019
Next review due by:	10/06/2020

Privacy Notice for Staff

Sheffield South East Trust is the data controller for staff information.

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) and associated documents e.g. Fit Notes, Self-Certification and absence forms, absence management procedure documents
- Qualifications (and, where relevant, subjects taught)
- Details of pre-employment checks e.g. identity, references, Right to Work in the UK, DBS clearance
- Contract processing information e.g. address, bank details and other payroll information
- School workforce images including photographic ID
- Appraisal information and training records
- Emergency contact details
- CCTV footage
- Relevant medical information e.g. pre-employment health checks, occupational health referrals, medical conditions and disabilities

Please note this list is not exhaustive, however, all categories of information stored within school are stored in our data asset register.

Why we collect and use staff information

The personal data collected is essential, in order for the school to fulfil its official functions and meet legal requirements.

We collect and use staff information, for the following purposes:

- 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 and enable the collection of payments for pensions contributions, Westfield Health, union subscriptions etc
- to satisfy the requirements for pre-employment checks in schools and the recording of information in the Single Central Record

Sheffield South East Trust collects and uses staff information under the following articles of the General Data Protection Regulation (GDPR).

Article 6:



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

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

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.

Article 9:

With regards to the 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 except:

9 (2) a. Where we have explicit consent of the data subject.

Under the GDPR, consent is defined as: "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her."

Collecting staff information

Staff data is essential for the school's operational use. Whilst the majority of staff 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 at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing staff information

We hold school workforce data for the length of time indicated by records retention guidance. Different elements are kept for different lengths of time e.g. staff personal files will be kept for 6 years after termination of employment but allegations that are found (rather than malicious) against a member of staff which are of a child protection are kept until the person's normal retirement age or for 10 years from the date of the allegation (whichever is longer).

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE)
- Sheffield City Council
- the school's HR and payroll provider
- Teachers' Pensions Scheme and South Yorkshire Pensions Authority
- the school's appointed accountants for statutory financial auditing
- within Sheffield South East Trust
- Office for National Statistics



- Other third-party agencies, where required and, where appropriate security measures are in place

Why we share staff 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 Sheffield City Council under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our pupils with the Department for Education (DfE), either directly or via our local authority for the purpose of those data collections, 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, staff have the right to request access to information about them that we hold. This is called a 'Subject Access Request' (SAR). To make a request for your personal information, please contact our Data Protection Officer.

Under certain circumstances, 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

Upon receipt of a Subject Access Request, Sheffield South East Trust will:

- respond to acknowledge receipt of your request;
- request proof of identify of the person making the request;
- inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.



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 the Data Protection Officer.

How Government uses your data

The staff 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>