



Crawford Village
Primary School & Nursery

Small enough to care...big enough to inspire

Privacy notice for School Workforce

Privacy Notice

Who processes your information?

Crawford Village Primary School is the data controller of the personal information you provide to us. The school Governors are responsible for the accuracy and safe-keeping of data. The school determines the purposes for which, and the manner in which, any personal data relating to school workforce is to be processed. There is an independent data protection officer. Their role is to oversee and monitor the school's data protection procedures, to ensure they are compliant with the General Data Protection Regulation (GDPR) and report to the Governing Board.

In some cases, your data will be outsourced to a third party processor. Where the school outsources data to a third party processor, the same data protection standards that Crawford Village Primary School upholds are imposed on the processor.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- relevant medical information
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles, payroll and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

Why we collect and use this information

We use school workforce data to:

- 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
- enable the smooth operational functionality of the school
- to promote school-related and community activities
- to promote the school for marketing purposes and celebrate achievement

The lawful basis on which we process this information

On the 25th May 2018 the Data Protection Act 1998 will be 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:
 - a.) The individual has given clear consent for you to process their personal data for a specific purpose.
 - b.) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract applies:
 - c.) 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:
 - j.) 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,

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing this information

Personal data relating to the workforce at Crawford Village Primary School is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, as outlined in the School Data Retention Policy.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Management Information Systems (SIMS)
- educational suppliers
- business system providers (e.g. website host)

*In exceptional circumstances, we may share personal data with other statutory bodies

Why we share school workforce 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 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.

SIMS

We share personal data with SIMS as electronic versions of personnel details. This data is also used to inform the statutory workforce census.

Educational Suppliers

We share information about our workforce with some educational suppliers, including the organisations that host residential trips. This is to ensure contact details are appropriate and relevant for the safety of pupils and other adults.

Business System Providers

We share information with business system providers for the functional operation of the school and for marketing and promotional activities

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including 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, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer, Dr Chris Lomas, on data@crawfordvillageprimary.uk

What are your rights?

You have the right to:

- be informed about how Crawford Village Primary School uses your personal data.
- request access to the personal data that Crawford Village Primary School holds.
- request that your personal data is amended if it is inaccurate or incomplete.
- request that your personal data is erased where there is no compelling reason for its continued processing.
- request that the processing of your data is restricted.
- object to your personal data being processed.
- 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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way Crawford Village Primary School and/or the DfE is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office (ICO) on 0303 123 1113, Monday-Friday 9am-5pm or at <https://ico.org.uk/concerns/>

Contact

If you would like to find out more information about how we collect, use and store your personal data, please visit our website (www.crawfordvillageprimary.uk) where you can download a copy of our Data Protection policy, or contact:

Data Protection Officer, Dr Chris Lomas, on data@crawfordvillageprimary.uk

Data Fields and the lawful basis for collection

Categories of data	Compulsory (legal obligation)	Voluntary (consent)
Name	*	
Contact details	*	
Date of Birth	*	
Official and internal use photos	*	
External use photos		*
Videos		*
Medical Information	*	
Academic Information	*	
Attendance Information	*	
SEND Information	*	
Safeguarding	*	
Health & Safety Information	*	
Demographic Information		*