

## Darton College GDPR Privacy Notice (Staff)

### **How we use school workforce information?**

We collect a range of information about staff and use this to comply with legal requirements and to fulfil contractual obligations. In order to do this, sometimes we share your information with third parties but we will always seek consent before we do so, unless the information is required by law.

### **Why do we collect and use your information?**

Darton College holds the legal right to collect, store and use personal data relating to its workforce. We collect and use personal data in order to meet the legal requirements and legitimate interests as outlined in the GDPR and UK Law; including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

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
- keep everyone safe

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 school workforce information to us or if you have a choice in this.

### **How long is your data stored for?**

In accordance with GDPR, we do not store data indefinitely. Data is stored for as long as is necessary for it to complete the task it was originally collected for. All data is securely disposed of when no longer required in line with Darton College's GDPR Data Protection and Retention Policy.

### **Will my information be shared?**

Darton College will not share your personal information with any third parties without your consent, unless the law allows us to do so. We routinely share information with:

- The Local Authority
- The Department for Education DfE

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.

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.

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>

### **What are your rights?**

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 designated Data Protection Officer David Clapham

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
- 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, we request 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 our designated Data Protection Officer David Clapham