



# Hebburn Comprehensive School

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Head Teacher: Mr D R Thompson

## General Data Protection Regulation (GDPR)

### Privacy Notice (how we use school workforce information)

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

- Personal information (such as name, address, employee or teacher number and NI number);
- Special categories of data including characteristics information (such as medical information, gender and age);
- Contract information (such as start dates, hours worked and salary information);
- Work absence information (such as number of absences and reasons); and
- Qualifications (and, where relevant, subjects taught) – this is a safeguarding requirement.

#### Why we collect and use this information

We use school workforce data to:

- facilitate safer recruitment, as part of our statutory safeguarding obligations;
- support effective performance management;
- support any medical needs;
- inform our recruitment and retention policies;
- enable individuals to be paid; and
- enable effective communication in cases of emergency, such as school closure.

#### The lawful basis on which we process this information

We collect and process personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following legislation:

- Article 6 and Article 9 of the GDPR
- Education Act (1996)
- Education Act (2005)
- Data Protection Act (2018)
- Supply of Information about the School Workforce (England) Regulations 2007 and amendments



## **Storing this information**

We do 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, or any statutory requirements set by the Department for Education.

## **Who we share this information with**

We routinely share information with:

- the Local Authority, as appropriate
- the Department for Education

All third parties who process data on our behalf will have a data processing agreement with the school and will be GDPR compliant.

## **Why we share this information**

We do not share information about our workforce members with anyone without consent, unless the law allows us to do so.

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.

## **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 which 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 DfE 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; and
- providing information, advice or guidance.

The DfE 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 the 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 strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE: <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, please contact Mr D Perez, Deputy Head Teacher, who will contact our Data Protection Officer, Mr Bryan Chapman, at Chapman Data and Information Services.

### **Please note:**

**ICO guidelines state that you must have a valid reason for requesting this data. You are not entitled to the information simply because you are interested.**

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, restrict processing, erased or destroyed;
- Data portability;
- claim compensation for damages caused by a breach of the Data Protection regulations; and
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

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/>

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF