



Reviewed by the Directors: October 2022

Privacy Notice

How we use school workforce information

This is based on national templates issued (and periodically updated) by the Department for Education. <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notice>

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, religion, relevant medical information
- contract information (such as start dates, hours worked, post, roles and salary information, payroll information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- addresses
- bank details
- relevant medical information

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

The lawful basis on which we process this information

We process this information under

- The Education Act 1996
- The Education (Pupil Registration) (England) Regulations
- The School Standards and Framework Act 1998
- The School Admissions Regulations 2012
- Children and Families Act 2014
- The Special Educational Needs and Disability Regulations 2014
- Article 6, and Article 9 (GDPR) – from 25 May 2018 (includes special category data)

For regulations relating to the School Workforce Census – see the DfE website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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