Range High School

General Data Protection Regulation Policy

Person responsible for Policy:	Resources Director
Date of last review:	January 2024
Date of next review:	January 2025 – annual review - major changes will be brought to the Trustees attention as, and when they occur

RESPONSIBILITY FOR THIS POLICY HAS BEEN DELEGATED TO THE HEADTEACHER

RANGE HIGH SCHOOL
General Data Protection Regulation (GDPR) Policy

Introduction

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

This policy does not form part of any individual's terms and conditions of employment with the School and is not intended to have contractual effect. Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

All members of staff and Trustees are required to familiarise themselves with its content and comply with the provisions contained in it. Breach of this policy will be treated as a disciplinary offence which may result in disciplinary action under the School's Staff Discipline Policy up to and including summary dismissal depending on the seriousness of the breach.

SECTION 1 – DEFINITIONS

Personal data

Personal data is any information relating to an individual where the individual can be identified (directly or indirectly) from that data alone or in combination with other identifiers we possess or can reasonably access. This includes special category data and pseudonymised personal data but excludes anonymous data or data that has had the identity of an individual permanently removed.

Personal data can be factual (for examples a name, email address, location or date of birth) or an opinion about that person's actions or behaviour.

Personal data will be stored either electronically or as part of a structured manual filing system in such a way that it can be retrieved automatically by reference to the individual or criteria relating to that individual.

Special Category Data

Previously termed "Sensitive Personal Data", Special Category Data is similar by definition and refers to data concerning an individual Data Subject's racial or ethnic origin, political or religious beliefs, trade union membership, physical and mental health, sexuality, biometric or genetic data and personal data relating to criminal offences and convictions.

Data Subject

An individual about whom such information is stored is known as the Data Subject. It includes but is not limited to employees.

Data Controller

The organisation storing and controlling such information (i.e. the School) is referred to as the Data Controller.

Data Protection Officer (DPO)

This refers to the relevant member of staff who is responsible for the implementation, monitoring, reporting and effectiveness of the school's GDPR processes. At Range High, this responsibility is assigned to the School's Resources Director.

Processing

Processing data involves any activity that involves the use of personal data. This includes but is not limited to: obtaining, recording or holding data or carrying out any operation or set of operations on that data such as organisation, amending, retrieving using, disclosing, erasing or destroying it. Processing also includes transmitting or transferring personal data to third parties.

Automated Processing

Any form of automated processing of personal data consisting of the use of personal data to evaluate certain personal aspects relating to an individual, in particular to analyse or predict aspects concerning that individual's performance at work, economic situation, health, personal preferences, interests, reliability, behaviour, location or movements. An example of automated processing includes profiling and automated decision making.

Automatic decision making is when a decision is made which is based solely on automated processing which produces legal effects or significantly affects an individual. Automated decision making is prohibited except in exceptional circumstances.

Data Protection Impact Assessment (DPIA)

DPIAs are a tool used to identify risks in data processing activities with a view to reducing them.

Criminal Records Information

This refers to personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures.

SECTION 2 - WHEN CAN THE SCHOOL PROCESS PERSONAL DATA

Data Protection Principles

The School is responsible for and adhere to the principles relating to the processing of personal data as set out in the GDPR.

The principles the School must adhere to are: -

- Personal data must be processed lawfully, fairly and in a transparent manner;
- Personal data must be collected only for specified, explicit and legitimate purposes;
- Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- Personal data must be accurate and, where necessary, kept up to date;

- Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed; and
- Personal data must be processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Further details on each of the above principles are set out below:

Principle 1: Personal data must be processed lawfully, fairly and in a transparent manner

The School only collect, process and share personal data fairly and lawfully and for specified purposes. The School must have a specified purpose for processing personal data and special category of data as set out in the GDPR.

Before the processing starts for the first time School will review the purposes of the particular processing activity and select the most appropriate lawful basis for that processing. It will then regularly review those purposes whilst processing continues in order to be satisfied that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose).

Personal Data

The School may only process a data subject's personal data if one of the following fair processing conditions are met: -

- The data subject has given their consent;
- The processing is necessary for the performance of a contract with the data subject or for taking steps at their request to enter into a contract;
- To protect the data subject's vital interests;
- To meet our legal compliance obligations (other than a contractual obligation);
- To perform a task in the public interest or in order to carry out official functions as authorised by law;
- For the purposes of the School's legitimate interests where authorised in accordance with data protection legislation. This is provided that it would not prejudice the rights and freedoms or legitimate interests of the data subject.

Special Category Data

The School may only process special category data if they are entitled to process personal data (using one of the fair processing conditions above) AND one of the following conditions are met: -

- The data subject has given their explicit consent;
- The processing is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed on the School in the field of employment law, social security law or social protection law. This may include, but is not limited to, dealing with sickness absence, dealing with disability and making adjustments for the same, arranging private health care insurance and providing contractual sick pay;
- To protect the data subject's vital interests;
- To meet our legal compliance obligations (other than a contractual obligation);
- Where the data has been made public by the data subject;
- To perform a task in the substantial public interest or in order to carry out official functions as authorised by law;

- Where it is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services;
- Where it is necessary for reasons of public interest in the area of public health;
- The processing in necessary for archiving, statistical or research purposes.
- The School identifies and documents the legal grounds being relied upon for each processing activity.

Consent

Where the School relies on consent as a fair condition for processing (as set out above), it will adhere to the requirements set out in the GDPR. Consent must be freely given, specific, informed and be an unambiguous indication of the data subject's wishes by which they signify agreement to the processing of personal data relating to them. Explicit consent requires a very clear and specific statement to be relied upon (i.e. more than just mere action is required).

A data subject will have consented to processing of their personal data if they indicate agreement clearly either by a statement or positive action to the processing. Consent requires affirmative action so silence, pre-ticked boxes or inactivity will not amount to valid consent.

Data subjects must be easily able to withdraw consent to processing at any time and withdrawal must be promptly honoured.

If explicit consent is required, the School will normally seek another legal basis to process that data. However if explicit consent is require the data subject will be provided with full information in order to provide explicit consent.

The School will keep records of consents obtained in order to demonstrate compliance with consent requirements under the GDPR.

Principle 2: Personal data must be collected only for specified, explicit and legitimate purposes

Personal data will not be processed in any matter that is incompatible with the legitimate purposes.

The School will not use personal data for new, different or incompatible purposes from that disclosed when it was first obtained unless we have informed the data subject of the new purpose (and they have consented where necessary).

Principle 3: Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed

The School will only process personal data when our obligations and duties require us to. It will not collect excessive data and ensure any personal data collected is adequate and relevant for the intended purposes.

When personal data is no longer needed for specified purposes, the School shall delete or anonymise the data. Please refer to the School's Data Retention Policy for further guidance.

Principle 4: Personal data must be accurate and, where necessary, kept up to date

The School will endeavour to correct or delete any inaccurate data being processed by checking the accuracy of the personal data at the point of collection and at regular intervals afterwards. School will take all reasonable steps to destroy or amend inaccurate or out of date personal data.

Data subjects also have an obligation to ensure that their data is accurate, complete, up to date and relevant. Data subjects have the right to request rectification to incomplete or inaccurate data held by the School.

Principle 5: Personal data must not be kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the data is processed

Legitimate purposes for which the data is being processed may include satisfying legal, accounting or reporting requirements. The School will ensure that they adhere to legal timeframes for retaining data.

It will take reasonable steps to destroy or erase from its systems all personal data that are no longer require. It will also ensure that data subjects are informed of the period for which data is stored and how that period is determined in our privacy notices.

Please refer to the School's Retention Policy for further details about how the School retains and removes data.

Principle 6: Personal data must be processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage

In order to assure the protection of all data being processed, the School will develop, implement and maintain reasonable safeguard and security measures. This includes using measures such as: -

- Encryption;
- Pseudonymisation (this is where the School replaces information that directly or indirectly identifies an individual with one or more artificial identifiers or pseudonyms so that the person to whom the data relates cannot be identified without the use of additional information which is meant to be kept separately and secure);

- Ensuring authorised access (i.e. that only people who have a need to know the personal data are authorised to access it);
- Adhering to confidentiality principles;
- Ensuring personal data is accurate and suitable for the process for which it is processed.

The School follow procedures and technologies to ensure security and will regularly evaluate and test the effectiveness of those safeguards to ensure security in processing personal data.

The School will only transfer personal data to third party service providers who agree to comply with the required policies and procedures and agree to put adequate measures in place.

Sharing Personal Data

The School will generally not share personal data with third parties unless certain safeguards and contractual arrangements have been put in place. These include if the third party: -

- Has a need to know the information for the purposes of providing the contracted services;
- Sharing the personal data complies with the privacy notice that has been provided to the data subject and, if required, the data subject's consent has been obtained;
- The third party has agreed to comply with the required data security standards, policies and procedures and put adequate security measures in place;
- The transfer complies with any applicable cross border transfer restrictions; and
- A fully executed written contract that contains GDPR approved third party clauses has been obtained.

There may be circumstances where the School is required either by law or in the best interests of our pupils, parents or staff to pass information onto external authorities, for example, the local authority, Ofsted or the department of health. These authorities are up to date with data protection law and have their own policies relating to the protection of any data that they receive or collect. The intention to share data relating to individuals to an organisation outside of our School shall be clearly defined within written notifications and details and basis for sharing that data given.

SECTION 3 - DATA SUBJECT'S RIGHTS AND REQUESTS

Personal data must be made available to data subjects as set out within this policy and data subjects must be allowed to exercise certain rights in relation to their personal data.

The rights data subjects have in relation to how the School handle their personal data are set out below: -

- (Where consent is relied upon as a condition of processing) To withdraw consent to processing at any time;
- Receive certain information about the School's processing activities;
- Request access to their personal data that it holds;
- Prevent our use of their personal data for marketing purposes;
- Ask School to erase personal data if it is no longer necessary in relation to the purposes for which it was collected or processed or to rectify inaccurate data or to complete incomplete data;
- Restrict processing in specific circumstances;
- Challenge processing which has been justified on the basis of our legitimate interests or in the public interest;

- Object to decisions based solely on automated processing;
- Prevent processing that is likely to cause damage or distress to the data subject or anyone else;
- Be notified of a personal data breach which is likely to result in high risk to their rights and freedoms;
- Make a complaint to the supervisory authority; and in limited circumstances, receive or ask for their personal data to be transferred to a third party in a structured, commonly used and machine readable format.
- If any request is made to exercise the rights above, it is a requirement for the DPO to verify the identity of the individual making the request.

Subject Access Requests

A Data Subject has the right to be informed by the School of the following: -

- Confirmation that their data is being processed;
- Access to their personal data;
- A description of the information that is being processed;
- The purpose for which the information is being processed;
- The recipients/class of recipients to whom that information is or may be disclosed;
- Details of the School's sources of information obtained;

In relation to any Personal Data processed for the purposes of evaluating matters in relation to the Data Subject that has constituted or is likely to constitute the sole basis for any decision significantly affecting him or her, to be informed of the logic of the Data Controller's decision making. Such data may include, but is not limited to, performance at work, creditworthiness, reliability and conduct.

Other supplementary information

Any Data Subject who wishes to obtain the above information must notify the School in writing of his or her request. This is known as a Data Subject Access Request.

The request should in the first instance be sent to the School's DPO.

Direct Marketing

The School is subject to certain rules and privacy laws when marketing. For example a data subject's prior consent will be required for electronic direct marketing (for example, by email, text or automated calls).

If in the event that School wishes to engage in direct marketing it will explicitly offer individuals the opportunity to object and will do so in an intelligible format which is clear for the individual to understand. The School will promptly respond to any individual objection to direct marketing.

Employee Obligations

Employees may have access to the personal data of other members of staff, suppliers, parents or pupils of the School in the course of their employment or engagement. If so, the School expects those employees to help meet the School's data protection obligations to those individuals.

Specifically, employees must: -

- Only access the personal data that you have authority to access, and only for authorised purposes;
- Only allow others to access personal data if they have appropriate authorisation;
- Keep personal data secure (for example by complying with rules on access to school premises, computer access, password protection and secure file storage and destruction
- Not to remove personal data or devices containing personal data from the School premises unless appropriate security measures are in place (such as Pseudonymisation, encryption, password protection) to secure the information;
- Not to store personal information on local drives.

SECTION 4 – ACCOUNTABILITY

The School will ensure compliance with data protection principles by implementing appropriate technical and organisational measures. School is responsible for and demonstrate accountability with the GDPR principles.

The School has taken the following steps to ensure and document GDPR compliance: -

- The appointment of a Data Protection Officer

The details of the current DPO are below:

Mr A Pritchard
Resources Director
Range High School
Stapleton Road
Formby L37 2YN

Tel: 01704 835609
Email: ap@range.sefton.sch.uk

The DPO is responsible for overseeing this data protection policy and developing data-related policies and guidelines.

Personal Data Breaches

The GDPR requires the School to notify any applicable personal data breach to the Information Commissioner's Office (ICO). We have put in place procedures to deal with any suspected personal data breach and will notify data subjects or any applicable regulator where it is legally required to do so. It is the responsibility of the DPO to investigate all breaches and to take any necessary actions required.

Transparency and Privacy Notices

The School will provide detailed, specific information to data subjects. This information will be provided through the School's privacy notices which are concise, transparent, intelligible, easily accessible and in clear and plain language so that a data subject can easily understand them.

Privacy notices sets out information for data subjects about how the School use its data and the School's privacy notices are tailored to suit the data subject. Whenever it collects personal data directly from data subjects, including for human resources or employment purposes, it will provide the data subject with all the information required by the GDPR including the identity of the DPO, the School's contact details, how and why we will use, process, disclose, protect and retain personal data.

Privacy by Design

The School adopt a privacy by design approach to data protection to ensure that it adheres to data compliance and to implement technical and organisational measures in an effective manner. Privacy by design is an approach that promotes privacy and data protection compliance from the start. To help it achieve this, the School takes into account the nature and purposes of the processing, any cost of implementation and any risks to rights and freedoms of data subjects when implementing data processes.

Data Protection Impact Assessments (DPIAs)

In order to achieve a privacy by design approach, the School conduct DPIAs for any new technologies or programmes being used by the School which could affect the processing of personal data. In any event the School carries out DPIAs when required by the GDPR in the following circumstances: -

- For the use of new technologies (programs, systems or processes) or changing technologies;
- For the use of automated processing;
- For large scale processing of special category data;
- For large scale, systematic monitoring of a publicly accessible area (through the use of CCTV).

Our DPIAs contain: -

- A description of the processing, its purposes and any legitimate interests used;
- An assessment of the necessity and proportionality of the processing in relation to its purpose;
- An assessment of the risk to individuals; and
- The risk mitigation measures in place and demonstration of compliance.

Record Keeping

The School are required to keep full and accurate records of our data processing activities.

These records include: -

- The name and contact details of the School;
- The name and contact details of the Data Protection Officer;
- Descriptions of the types of personal data used;
- Description of the data subjects;
- Details of the School's processing activities and purposes;
- Details of any third party recipients of the personal data;
- Where personal data is stored;
- Retention periods;
- Security measures in place;
- Training

The School will ensure all relevant personnel have undergone adequate training to enable them to comply with data privacy laws.

Audit

The School through its DPO will regularly test its data systems and processes in order to assess compliance. These are done through data audits which take place annually in order to review use of personal data.

Related Policies

Staff should refer to the following policies that are related to this data protection policy:

- CCTV Policy
- E-Safety & Acceptable Use Policy
- GDPR Policy
- Photographing Children Policy
- Pupils' Privacy Notice – Appendix 1
- Workforce Privacy Notice – Appendix 2

These policies are also designed to protect personal data and can be found on the Staff School's Staff Portal or from the School's Clerk to the Trustees.

Monitoring

School will monitor the effectiveness of this and all of our policies and procedures and conduct a full review and update as appropriate. Our monitoring and review will include looking at how our policies and procedures are working in practice to reduce the risks posed to the School.

APPENDIX 1

Range High School

Privacy Notice 2024

(How we use pupil information)

On 25 May 2018 the European General Data Protection Regulation (GDPR) will replace the Data Protection Act 1998.

The GDPR requires that the school;

- identifies the lawful basis for storing personal data,
- audit the information we already hold and how we process this and
- ensure our data protection is by design and default.

GDPR also introduces new individual rights relating to personal data, such as the right to erasure where there is no legal requirement to keep data and the right to rectification.

It is important that we keep comprehensive and accurate records on the pupils and contact details of their parents/carers.

This is essential in times of emergency or where a school wide message requires your attention. Under data protection law, you have the right to be informed about how the school uses any personal data that we hold. This notice explains how we collect, store and use personal data.

The categories of pupil information that we collect, hold and share include:

· Personal information – e.g. names, pupil numbers and addresses
· Characteristics – e.g. ethnicity, language, and free school meal eligibility
· Attendance information – e.g. number of absences and absence reasons
· Assessment information – e.g. national curriculum assessment results
· Relevant medical information
· Information relating to SEND
· Behavioural information – e.g. number of temporary exclusions

Why we collect and use this information

We use the pupil data:

- to support pupil learning,
- to monitor and report on pupil progress,
- to provide appropriate pastoral care,
- to assess the quality of our services,
- to comply with the law regarding data sharing.

The lawful basis on which we use this information

The school holds the legal right to collect and use personal data relating to pupils and their families, and we may also receive information regarding them from their previous school, LA and/or the DfE.

The lawfulness of processing pupil and parental data may be covered by;

- Parents have given consent for one or more specific purposes.
- Processing is necessary to comply with the school's legal obligations.
- Processing is necessary to protect the vital interests of pupils.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the school.
- Processing is for educational and pastoral purposes pursued by the school.

We collect and use 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:

- Article 6 and Article 9 of the GDPR,
- Education Act 1996,
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Collecting pupil information

Whilst the majority of pupil 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 whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

Personal data relating to pupils at Range High School and their families is stored in line with the school's Data Retention 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.

We share pupil information with

We routinely share pupil information with:

- schools that the pupils attend after leaving us,
- the local authority,
- the Department for Education (DfE).

Sometimes we will ask for your consent to share pupil information with:

- Social Care,
- NHS,
- school nurse,
- other organisations, such as university education departments, for research purposes.

Why we share pupil information

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

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Under GDPR Regulation 23, school will share information with the Police relating to the prevention, investigation, detection or prosecution of criminal offences

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis,
- producing statistics,
- providing information, advice or guidance.

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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,
- the arrangements in place to store and handle the data.

To be granted access to pupil information, organisations must comply with 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

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:
https://www.gov.uk/government/publications/national-pupil-database-requests-received

To contact DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the school's Data Protection Officer.

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 the school's Data Protection Officer.

APPENDIX 2

Range High School

Privacy Notice

Workforce 2024

(How we use school workforce 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)
- qualifications (and, where relevant, subjects taught)
- medical information
- other information for payroll purposes such as membership of pension schemes
- DBS and other safeguarding information to comply with Single Central Record requirements.

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
- financial management of the school

The lawful basis on which we process this information

We collect and use pupil information under the Education Act 1996 and from 25th May 2018 The EU general data protection regulation (GDPR). Under Article 6 of the GDPR the lawful basis of processing is 'Public Task' and category (g) 'Substantial public interest' under Article 9 Special Category 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.

Storing this information

We hold school workforce data for a period once the employee has left to enable references to be provided; currently this is termination date plus 7 years as per the school's retention policy.

Who we share this information with

We routinely share this information with:

- the local authority (LA)
- the Department for Education (DfE)
- The school's Payroll & HR support provider

- Pension Schemes for Teaching and Support Staff
- the Police relating to the prevention, investigation, detection or prosecution of criminal offences.

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.

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 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 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 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 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 DfE:

Requesting access to your personal data https://www.gov.uk/contact-dfe

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 the school's Data Protection Officer.

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

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/

Further information

If you would like to discuss anything in this privacy notice, please contact the school's Data Protection Officer