



## School Workforce Privacy Notice

We, Gwladys Street Community Primary & Nursery School are a Data Controller for the purposes of the 2018 Data General Data Protection Regulations (GDPR) and previously the Data Protection Act of 1998.

Personal data is held by the school for those employed or otherwise engaged to work at the school or at the Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid.

### Further information

If you would like to discuss anything in this privacy notice, please contact:

Mrs S. Melia (School Business Manager)  
T: 0151 525 0843 E: [admin.office@gwladysstreet.com](mailto:admin.office@gwladysstreet.com)

Chris Walsh - school's data protection officer - T: 0151 233 0410 / M: 07764621401  
E: [chris.walsh@liverpool.gov.uk](mailto:chris.walsh@liverpool.gov.uk)

### 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
- contact individuals and their relatives / next of kin in an emergency
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

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

We process and use this information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c - Processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6.1e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

- 9.2b - Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest (refer to article 6 of GDPR)

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data:

We will not process special categories of data (ethnic origin, political opinions or religious beliefs) unless specific consent has been obtained. (refer to Article 9 of GDPR guidance)

## 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 GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## 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
- recruitment information, including copies of right to work documentation, references, and other information included in a CV or cover letter or as part of the application process
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- contact details
- date of birth, marital status and gender
- next of kin and emergency contact numbers
- qualifications and employment records (work history, job titles, working hours, training records and, where relevant, subjects taught)
- relevant medical information
- Copy of DBS certification
- salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Performance information
- Outcomes of any disciplinary and / or grievance procedures
- copy of driving licence (applicable if you transport children)

- Photographs & Videos
- CCTV footage
- Data about your use of the school's information and communications system
- Trade union membership

## Who we share this information with

We routinely share this information with:

- Our local authority – Liverpool City Council
- The Department for Education (DfE)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## 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 – Liverpool City Council**

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.

## 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 contact Mrs Melia / Mr Fidler at the school office on 0151 525 0843, or by emailing [admin.office@gwladysstreet.com](mailto:admin.office@gwladysstreet.com)

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/>

## **Storing this information**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy (staff personnel files are destroyed 6 years after employment has ceased. You can obtain a copy of your personnel file by contacting the School Business Manager.

# **Covid-19 High Risk Groups**

## **Privacy Notice**

This privacy notice is to make it easier to understand and provide you with more information about how Gwladys Street Community Primary & Nursery School may seek to collect and hold information about you in relation to the unprecedented challenges we are all facing during the Coronavirus pandemic (COVID-19).

At this time, Gwladys Street Community Primary & Nursery School may seek to collect and process your personal data in response to the recent outbreak of Coronavirus, which is above and beyond what would ordinarily be collected in order to ensure your safety and well-being.

Such information will be limited to what is proportionate and necessary, taking into account the latest guidance issued by the Government and health professionals, in order to manage and contain the virus.

It will enable Gwladys Street Community Primary & Nursery School to effectively fulfil our functions to keep people safe, put contingency plans into place to safeguard those vulnerable and aid business continuity.

### **What personal data is being collected?**

In order to best respond and help coordinate the community response for COVID 19 it is necessary to collect:

- Basic details about you including name, address, telephone number and email address.
- We will also need to collect details about your health to identify if you (or those closely linked to you) are in any of the high-risk categories and would be considered vulnerable, if infected with Coronavirus.

### **Who is processing your data?**

All personal data held, is processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation. The Data Controller for the information outlined in this privacy notice is Gwladys Street Community Primary & Nursery School.

## How we will use the information we hold about you?

We will use the information you provide to:

- Connect you to support in the community as part of the COVID-19 response.
- To analyse your information in order to improve the services we offer.

## What is your lawful basis for processing your personal data?

The legal basis for processing the data is that it is in the public interest for us to deal with the outbreak of Covid-19.

The General Data Protection Regulation requires specific conditions to be met to ensure that the processing of personal data is lawful. These relevant conditions are below:

- Article 6(1)(d) – is necessary in order to protect the vital interests of the data subject or another natural person.
- Recital 46 adds that “some processing may serve both important grounds of public interest and the vital interests of the data subject as for instance when processing is necessary for humanitarian purposes, including for monitoring epidemics and their spread”.
- Article 6(1)(e) – is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Section 8(c) of the Data Protection Act sets out that such a task must be necessary for the performance of a function conferred on a person by an enactment or rule of law.
- The processing of special categories of personal data, which includes data concerning a person’s health, are prohibited unless specific further conditions can be met. These further relevant conditions are below:
- Article 9(2)(i) – is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health.
- Schedule 1, Part 1(1) – is necessary for the performance or exercising obligations or rights which are imposed or conferred by law on the controller or the data subject in connection with employment, e.g. Health and Safety at Work Act 1974.
- Schedule 1, Part 1(3) – is necessary for reasons of public interest in the area of public health, and is carried out by or under the responsibility of a health professional, or by another person who in the circumstances owes a duty of

confidentiality under an enactment or rule of law, e.g. Governmental guidance published by Public Health England

## **Who we will share your information with?**

We will normally only share your information with other partner organisations as part of the response to the Covid-19 outbreak.

We will not share your information with anyone else unless required to do so under additional legal requirements, for example to assist the government in containing the spread of Covid-19. This may be where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations.

Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

## **How long will my personal data be retained by the School?**

The School will only keep your information for as long as it necessary, taking into account of Government advice and the on-going risk presented by Coronavirus. At a minimum the information outlined in this privacy notice will be kept for the duration of the COVID 19 response.

Information provided in relation to this outbreak of Coronavirus will not be used for any other purpose, including to be held within personnel files 'just in case' it may be needed again.

When the information is no longer needed for this purpose, it will be securely deleted.

## **Your rights**

If you are not happy about the way your personal data is being processed you can complain directly to the School or the School's Data Protection Officer.



Chris Walsh: [dpo@liverpool.gov.uk](mailto:dpo@liverpool.gov.uk) or Mr D. Fidler: [admin.office@qwladysstreet.com](mailto:admin.office@qwladysstreet.com)

You also have the right to complain to the Information Commissioner's Office.

Website: [www.ico.gov.uk](http://www.ico.gov.uk)

By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By email to - [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

By Telephone: 0303-123-1113

If you require further information about how we process your personal data, you can contact the Data Protection Officer at – [DPO@liverpool.gov.uk](mailto:DPO@liverpool.gov.uk)

Further advice and guidance from the ICO on this issue can be found on the ICO website at [www.ico.gov.uk](http://www.ico.gov.uk)

