



## Privacy Notice (How we use workforce information)

Under UK data protection law, individuals have a right to be informed about how Prince Henry's High School (Prince Henry's/the school) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about those who are employed to teach, or otherwise work, at the school.

Prince Henry's High School, Victoria Avenue, Evesham WR11 4QH, is the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer is Mr Alexander Hulse (see 'Contact' below).

## The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information

This list is not exhaustive, to access the current list of categories of information we process please contact the school's Data Protection Officer.

## Why we collect and use workforce information

We use workforce data to:

- enable individuals to be paid;
- support pension payments and calculations;
- enable sickness monitoring;
- enable leave payments (such as sick pay and maternity leave);
- enable the development of a comprehensive picture of the workforce and how it is deployed;
- fulfil our duty of care towards our staff;
- inform the development of recruitment and retention policies;
- support staff training
- inform financial audits of the organisation;
- inform national workforce policy monitoring and development
- enable ethnicity and disability monitoring

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect

special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

Under the UK General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- **Processing basis 1:** Processing is necessary in order to meet our duties as an employer (**Article 6, 1 c UK GDPR** compliance with a legal obligation and **Article 9, 2b UK GDPR** carrying out obligations and exercising specific rights in relation to employment).
- **Processing basis 2:** Processing necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (**Article 6, 1b UK GDPR** re contract of employment or for the provision of a service to commercial client).
- **Processing basis 3:** the data subject has given consent to the processing of his or her personal data for one or more specific purposes (**Article 6, 1a UK GDPR and 9, 2a UK GDPR**). If you give your consent, you may change your mind at any time and withdraw your consent by contacting [DPO@princehenrys.worcs.sch.uk](mailto:DPO@princehenrys.worcs.sch.uk).

We are required to share information about our workforce members under section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

## Collecting workforce information

We collect personal information via

- Staff application forms
- Staff information update forms

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the school's Data Protection Policy or contact the Data Protection Officer.

## Who we share workforce information with

We routinely share this information with:

- School's payroll provider
- HM Revenue and Customs
- Pension Schemes
- Healthcare, social and welfare professionals and organisations
- The Disclosure and Barring Service
- Central Government Departments including the Department for Education (DfE)
- Educators and Examining bodies
- Professional Bodies
- Law enforcement agencies and bodies
- Courts and Tribunals

- Legal representatives
- Ombudsman and Regulatory bodies
- Service providers
- Trade Unions

With your explicit consent, we will share information with:

- Credit Reference Agencies;
- Mortgage Providers, Housing Associations and landlords.

To support TUPE arrangements the minimum necessary personal data and special categories of personal data will only be passed to the new employer.

We will share personal information with law enforcement or other authorities if required by applicable law, for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.

## Why we share school workforce information

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

## Department for Education (DfE)

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Department for Education (DfE) collects and processes personal data relating to those who 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.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## 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 the school's Data Protection Officer.

You also have the right to:

- To ask us for access to information about you that we hold
- To have your personal data rectified, if it is inaccurate or incomplete
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing
- To restrict our processing of your personal data (i.e. Permitting its storage but no further processing)
- To object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 1<sup>st</sup> September 2023.

## Contact

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

Mr Alexander Hulse, Data Protection Officer  
Prince Henry's High School  
Victoria Avenue  
Evesham  
WR11 4QH  
Tel: 01386 765588  
Email: [DPO@princehenrys.worcs.sch.uk](mailto:DPO@princehenrys.worcs.sch.uk)

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the Department for Education (DfE)

The Department for Education (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
- providing information, advice or guidance

The Department for Education (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 Department for Education (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.

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>