

Castle Donington College

Privacy Notice College Workforce

This privacy notice explains how the College collects, processes and manages information for the College workforce. That includes employed members of staff, volunteers, and governors, trainee teachers, apprentices and work experience/workplace placements.

The categories of College workforce information that the College collects, processes, holds and shares 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 personal information
- references

The College uses and shares information to comply with statutory, regulatory, practice and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the College's Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If the College is required to comply with other legal obligations not listed above, it will share data only when it is lawful to do so.

The lawful basis on which we collect and process this information

The College must make sure that information collected and used about staff and pupils is in line with the GDPR and Data Protection Act. This means that the College must have a lawful reason to collect the data, and that if it is shared with another organisation or individual, there must be a legal basis to do so.

The lawful basis for schools to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. The College also has obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

Whilst the majority of information you provide is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, you will be informed whether you are required to provide certain College workforce information or if you have a choice in this.

Storing this information

The College holds College workforce data in accordance with HR and Retention Policies.

Who the College shares this information with

This information may be shared with organisations such as:

- local authority
- the Department for Education (DfE)
- Safeguarding and protection for children and vulnerable adults
- Payroll services
- Legal advisers
- Insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme (and other pension providers)
- Health professionals

Why College workforce information is shared

Information about workforce members will not be shared with anyone without consent unless the law and our policies allows.

Local authority

Information about our workforce members is required to be shared 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)

Personal data is shared 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.

The College is required to share information about pupils with the (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 the College by the Department for Education including the data that is shared with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share information about College 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 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 the College holds. To make a request for your personal information, contact

Data Protection Officer (DPO)

J. Walker, Solicitor,
PO Box 10778, Leicester,
LE7 9YN.

Business Manager

J. Barnard
Castle Donington College

Data Compliance Verifiers

The Governing Board
Castle Donington College

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

More details about how the College uses and manages data can be found in the 'Data Processing Notices – Common Principles and Processes', the Data protection Policy and other relevant policies for the College Workforce on the website.

