

Privacy Notice (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)
- address and phone number
- next of kin
- work email
- bank details

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
- enable cloud services such as those required for teaching and learning, e.g Office 365

The lawful basis on which we process this information

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

for the purposes of statutory data collection for the School Workforce Census in accordance with the legal basis of the Government on an annual basis. [GDPR - Article 6](#). Information can also be found on <https://www.gov.uk/education/data-collection-and-censuses-for-schools>. In addition, concerning any special category data:

- health and attendance conditions of [GDPR - Article 9](#)

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 term of employment plus six years in paper/electronic format. This might be kept for longer, such as litigation hold requests.

Who we share this information with

We routinely share this information with:

- Stoke-on-Trent City Council – the chosen payroll provider for United Endeavour Trust
- Orovia – our budget planning software provider
- Schofield Sweeney LLP– our HR advisory service
- The Department for Education (DfE) – statutory returns as detailed below
- You at Work
- The Academy websites and Trust websites.
- Cloud service providers
- Hays Training Portal

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.

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 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 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/guidance/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 the Head of HR, United Endeavour Trust, Ostend Place, Newcastle under Lyme ST5 2QY.

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/>

Mrs Sophie Dutton-Johnson is the Data Protection Officer. Her role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with GDPR. The data protection officer can be contacted on 01782 367650 or DPO@uetrust.org.

United Endeavour Trust are committed to protecting your data. In order to do this effectively and to be compliant with GDPR we will review and update this Privacy notice when necessary.

Further information

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

Head of HR, United Endeavour Trust, Ostend Place, Newcastle under Lyme ST5 2QY.
Tel: 01782 973017