



Privacy Notice - School workforce

The school workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority

The Data Protection Act 1998: How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

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.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

Acceptance of the terms of this notice is a condition of employment.

If you require more information about how we and/or DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the school Data Protection Officer.

Why do we collect and use staff information?

We collect and use staff information under the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR)

We use the staff data:

- to administer school property
- to maintain our own accounts and records
- to carry out fundraising
- to support staff training

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- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing

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

- Personal information (such as name and address)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Photographs
- Education details
- Employment details
- Financial details
- Absence and holidays
- Disciplinary records
- CPD information
- Relevant medical and dietary information

Collecting staff information

Whilst the majority of staff 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 staff information to us or if you have a choice in this.

Storing staff data

We hold staff data while they are on roll.

The network account is deleted when the member of staff leaves the school.

Any other data required for legal purpose will remain on file and archived.

Who do we share staff information with?

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- UAI, our local authority, payroll provider
- The Department for Education (DfE) and central government
- Education, training, careers and examining bodies
- School staff and boards
- Family, associates and representatives of the person whose personal data we are processing
- Financial organisations
- NHS and healthcare professionals
- Social and welfare organisations
- Law enforcement organisation and courts
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Financial organisations

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- Security organisations
- Press and the media
- School trips organisations

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of the data protection act.

Contact details:

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our **Data Protection Officer**:

Mariano Scotti, Academy Business Manager

Address: The Ursuline Academy Ilford, Morland Road, Ilford, Essex, IG1 4JU

Email: msscotti@uai.org.uk

Telephone: 020 8554 1995

This notice is based on the [Department for Education's model Privacy Notice](#) for students, amended for parents and to reflect the way we use data in this Academy.