Privacy Notice for Workforce – How we use your information

Workforce Privacy Notice

Mickleton Primary School

Introduction

Mickleton Primary School is committed to protecting and respecting the privacy of its employees, workers, contractors, volunteers, governors, trainees and job applicants. We process personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Notice explains what personal information we collect, why we collect it, how we use it, who we share it with and the rights available to workforce members. Adapted from the school's approach to pupil privacy and data protection.

Mickleton Primary School is the Data Controller for the purposes of data protection law.

Mickleton Primary School
Broad Marston Lane
Mickleton
Gloucestershire
GL55 6SJ

Information Commissioner's Office Registration Number: Z8979979

Why Do We Collect and Use Workforce Information?

We collect and use workforce information to:

- Recruit, appoint and manage staff.
- Pay salaries, pensions and expenses.
- Maintain employment records.

- Manage performance, capability and professional development.
- Safeguard pupils and staff.
- Fulfil statutory safeguarding, employment and education obligations.
- Monitor equal opportunities and workforce diversity.
- Support health, safety and wellbeing.
- Administer absence management and occupational health processes.
- Manage access to school systems and facilities.
- Meet legal and regulatory requirements.
- Maintain financial and administrative records.

What Information Do We Collect?

The personal information we collect may include:

Personal Information

- Name
- Address
- Date of birth
- National Insurance number
- Employee number
- Contact details
- Emergency contact details
- Photographs and identification data

Employment Information

- Application forms and CVs
- References
- Qualifications
- Professional status and teacher registration details
- Employment history
- Pay and contractual information
- Attendance and absence records
- Performance management records
- Training records
- Disciplinary and grievance records where applicable

Special Category Information

- Equality and diversity information
- Ethnicity
- Religion or belief where disclosed
- Trade union membership where applicable
- Medical information
- Occupational health information
- Information relating to disabilities or reasonable adjustments

Safeguarding Information

- DBS and vetting information
- Identity verification information
- Right to work documentation
- Suitability checks required for working with children

What Are the Legal Reasons for Processing Personal Information?

We only process personal information where there is a lawful basis under Article 6 UK GDPR.

Legal Obligation

We process information where employment, education, safeguarding, equality, pension, taxation or health and safety legislation requires us to do so. This includes:

- Payroll and pension administration.
- Safeguarding requirements.
- Safer recruitment checks.
- School Workforce Census returns.
- HMRC reporting requirements.
- Statutory employment record keeping.

Public Task

As a maintained school, we process personal information to carry out our official functions and duties as an educational establishment.

Contract

Processing is necessary to fulfil employment contracts and contractual obligations.

Vital Interests

We may process personal information where necessary to protect the life or physical wellbeing of an individual.

Consent

In limited circumstances we rely on consent, for example for the use of photographs or participation in certain optional activities. Where consent is used, it may be withdrawn at any time.

Processing Special Category Information

Some information requires additional protection under data protection law, including health information, ethnicity, religion or belief, trade union membership and disability information. Similar principles apply to the processing of protected categories of information across the school.

Where we process special category information, we will identify both:

- A lawful basis under Article 6 UK GDPR; and
- An additional condition under Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018.

These conditions may include:

- Employment and social protection law obligations.
- Substantial public interest.
- Safeguarding children and individuals at risk.
- Occupational health purposes.
- Legal claims.
- Explicit consent where appropriate.

Who Do We Share Information With?

We will only share workforce information where we have a lawful basis to do so. Similar information sharing principles apply throughout the school.

Organisations with whom information may be shared include:

- Gloucestershire County Council.
- The Department for Education (DfE).
- Teaching Regulation Agency (TRA).
- HM Revenue and Customs (HMRC).
- Pension providers.
- Payroll providers.
- Occupational Health providers.
- DBS and safeguarding services.
- Employee assistance providers where applicable.
- Auditors and professional advisers.
- Regulatory and inspection bodies.
- Police and law enforcement agencies where required by law.
- Educational software providers and cloud-based services used by the school.

Information is only shared where necessary, proportionate and lawful.

Department for Education

The school is required to share certain workforce information with the Department for Education under statutory data collection arrangements, including the School Workforce Census.

The DfE uses workforce information to:

- Develop and monitor education policy.
- Allocate funding.
- Produce statistics.
- Support research.
- Monitor workforce trends.

Use of School Systems and Online Services

The school uses a range of approved administrative and educational systems to support the management of the workforce. These systems may process information including:

- Staff names.
- Employment details.
- Contact information.
- Attendance data.
- Training information.
- Professional records.

The school ensures that suppliers handling personal information have appropriate contractual and security arrangements in place.

Microsoft 365

The school uses Gloucestershire County Council-approved Microsoft 365 services to support communication, collaboration, administration, safeguarding and governance activities.

Microsoft 365 may process information including:

- User account information.
- Documents and files.
- Emails.
- Calendars.
- Meeting information.
- Training materials.
- Employment and administrative records.

Microsoft 365 services are provided through a Gloucestershire County Council-managed education tenant. Data remains within the protected organisational environment and is accessible only to authorised users who have been granted appropriate permissions.

Microsoft does not use customer data contained within this environment to train publicly available AI models. AI functionality within Microsoft 365 may assist staff with drafting, summarising, research and administrative tasks, but staff remain responsible for all professional decisions and outputs.

Transferring Information Outside the United Kingdom

Some service providers may store or process information outside the United Kingdom. Where personal information is transferred internationally, appropriate safeguards will be put in place in accordance with UK data protection law. These safeguards may include adequacy regulations, the International Data Transfer Agreement (IDTA) and other recognised transfer mechanisms.

How Long Do We Keep Information?

The school retains information only for as long as necessary and in accordance with legal requirements, employment obligations and recognised retention schedules. The school follows statutory requirements and the Information and Records Management Society (IRMS) Schools Records Management Toolkit. Information is securely destroyed when no longer required.

Keeping Information Secure

The school takes the security of personal information seriously and uses a range of measures including:

- Secure networks and systems.
- Restricted access controls.
- Encryption where appropriate.
- Staff training.
- Confidentiality obligations.
- Data protection policies and procedures.
- Incident reporting and breach management procedures.

Your Data Protection Rights

Under UK data protection law, workforce members have the following rights:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure in certain circumstances.
- The right to restrict processing.
- The right to object.
- The right to data portability in certain circumstances.

- Rights relating to automated decision-making and profiling.
- The right to withdraw consent where consent is the lawful basis for processing.

Data Protection Officer

The school's independent Data Protection Officer is:

The DPO Centre Ltd
Email: dpo@dpocentre.com

Please state that your enquiry relates to Mickleton Primary School.

Complaints

If you are unhappy with how the school has handled your personal information, please contact the school or the Data Protection Officer in the first instance. You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: https://ico.org.uk

Changes to This Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, guidance, school procedures or the services we use. The latest version will always be available from the school office and on the school website.

Approved by: Mickleton Primary School
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