



## **PRIVACY NOTICE for St Nicholas School Canterbury**

### **How we use school workforce information (including Volunteers, Governors and Official School Visitors)**

**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, payroll information, address and contact details)
- 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)
- relevant medical information and employment history
- DBS status
- CPD records

### **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
- ensure that all staff receive relevant and up-to-date training

### **The lawful basis on which we process this information**

We process this information under the Education Act 1996 - this information can be found in the guide documents on the following website

<https://www.gov.uk/education/data-collection-and-censuses-for-schools> and Articles 6 and 9 from the GDPR where data processed is special category data from the GDPR (from 25 May 2018).

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory (in the public interest), some of it is provided to us on a voluntary basis (requiring your consent). 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 7 years (in accordance with the IRMS Toolkit 2016).



### **Who we (routinely) share this information with?**

- Our local authority (KCC) and those of our Children-In-Care from other Local Authorities
- The commissioned providers of local authority services - Education, Children's and Adults Social Services, Respite providers - Kent Police and locally commissioned community health and CAHMS providers.
- The Department for Education (DfE)
- Our satellite hosts - Primary and Secondary Schools, Canterbury College and East Kent Hospitals Foundation Trust
- Our exam and accreditation boards - e.g. OCR, AQA, City & Guilds, Arts Award, WJEC
- Our community learning partners (Trenley Park, Kent D of E Scheme, Brogdale CIC, Canterbury Academy)
- Early Help, Child Protection and Safeguarding Authorities (as part of Section 47 investigations, Early Help referrals and CHIN / Child Protection / Child-In-Care procedures)
- Companies that host our information (e.g. SIMS, Capita, Report Box, Pupil Asset, CASPA, KLZ, EIS, Hays, Schudio, Bluesky Education, IRIS Connect, RM, Schools Personnel Service, Group Call, Teachers2Parents)
- Authorised school contractors - for both education support services (e.g. Educational Psychology, self-employed tutors / teachers who work in the school, school nurses who work with the school) and / or commercial services (e.g. software providers, photography companies, and uniform suppliers).
- We may also share staffing information with other KSENT Special Schools - where relevant, (holiday) companies with whom we have booked (residential) visits / trips, visiting arts companies (if appropriate), Higher Education partners who provide services for us (e.g. Canterbury Christchurch University / University of Kent) and / or Further Education Colleges (e.g. East Kent College Group) / Social Care providers for our students in transition.

NB: a complete list of the suppliers we currently share information with can be found in the appendix.

### **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.

#### **Local authority**

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

#### **Department for Education (DfE)**



St Nicholas School Holm Oak Close Nunnery Fields Canterbury Kent CT1 3JJ

Telephone: 01227 464316 Fax: 01227 766883

Headteacher: Daniel Lewis BA (Hons) Med email: [headteacher@st-nicholas.kent.sch.uk](mailto:headteacher@st-nicholas.kent.sch.uk) [www.st-nicholas.kent.sch.uk](http://www.st-nicholas.kent.sch.uk)

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.

### **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/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, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Moira Lindsay (school data administrator), Stephen King (Data Protection Lead) or our named contact DPO - SPS DPO Services

Email - [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)



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/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact: Moira Lindsay, school data administrator ([moira.l@st-nicholas.kent.sch.uk](mailto:moira.l@st-nicholas.kent.sch.uk)), Stephen King, Data Protection Lead ([stephen.k@st-nicholas.kent.sch.uk](mailto:stephen.k@st-nicholas.kent.sch.uk)) or our named contact DPO - SPS DPO Services

Email - [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

