

## Privacy Notice (How we use workforce information)



### The categories of information that we process include:

- personal information (such as name, address, medical information, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and payroll and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

### Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

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

GDPR6(1)(a) Consent: by entering into a contract as a staff member or volunteer of Little Foxes, you have given clear consent for us to process your personal data for a specific purpose.

GDPR6(1)(b) Contract: the processing is necessary for the contract we have with you.

GDPR6(1)(c) Legal obligation: the processing is necessary for us to comply with the law.

In addition, concerning any special category data such as race, ethnic origin and religion, the legal bases we rely on for processing this data are:

GDPR9(2)(a) by entering into a contract with Little Foxes you have given explicit consent to the processing of this personal data for one or more specified purposes.

GDPR9(2)(b) processing is necessary for the purposes of carrying out the obligations in the field of employment and social security and social protection law.

### Collecting workforce information

We collect personal information via your application form and contract.

Workforce data is essential for Little Foxes' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Individuals will be asked to provide a contact number and up to two emergency contacts to be available in the Ladybirds and Bumblebees registers (for staff use only) to be used only in the event of a medical emergency. In addition employee dietary and medical requirements are displayed in the LF kitchen, office and registers in line with our medical and food policies.

## **Storing workforce information**

We hold data securely for the set amount of time required by employment law and HMRC. All staff and volunteer information is kept in a secure locked cupboard as required by Ofsted. For further information on storing information please see our data protection policy.

## **Who we share workforce information with**

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- HMRC
- Payroll

## **Why we share workforce information**

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. We share your data with HMRC and Payroll in order to ensure that you are paid correctly and our financial records are correct. We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

### **Examples for school workforce census:**

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data' section.

## **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 Nicola Ladd or Janie Ankers.

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
- a right to seek redress, either through the ICO, or through the courts

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/>

## Contact

If you would like to discuss anything in this privacy notice, please contact Nicola Ladd or Janie Ankers.

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

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>.

## Sharing by the Department

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.

To contact the department: <https://www.gov.uk/contact-dfe>



Staff/ Volunteer signature. I have read and understood this notice:

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_