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PRIVACY NOTICE FOR SCHOOL WORKFORCE

HOW HEDGEWOOD SCHOOL USE SCHOOL WORKFORCE INFORMATION

The categories of school workforce information that we collect, process, hold, and share includes:

- personal information (such as name, address, telephone numbers, email address, employee or teacher number, national insurance number, bank account number)
- special categories of personal data including characteristics information (such as sex, age, ethnic group, religious belief, and trade union membership)
- pre-employment and safeguarding checks (such as “Right to Work in the UK” information, DBS and Children’s Barred List outcome information, pre-placement medical questionnaire outcome information, employment references, overseas check outcome information, and Teacher Status Check outcome information)
- contract information (such as start dates, hours worked, post, roles, salary information, and continuous service dates)
- Pension details (such as monthly contributions, opt out details, additional voluntary contributions).
- HMRC payments and tax related issues
- work absence information (such as number and type of absences and reasons, and occupational health medical referrals and reports)
- performance management, grievance, and conduct or disciplinary information [where applicable]
- settlement agreements, COT3 agreements, and claims to an Employment Tribunal or Employment Appeal Tribunal [where applicable]
- qualifications (and, where relevant, subjects taught).
- Medical information and next of kin details in case of an emergency situation occurring

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
- manage recruitment processes and safer recruitment requirements
- enable individuals to be paid
- Ensure pension and tax deductions are being made appropriately
- manage work absence and other performance management and conduct or disciplinary related activities in accordance with Hedgewood School’s policies and procedure
- be able to advise medical professionals of known medical conditions and enable us to contact next of kin in the event of an emergency situation.

The lawful basis on which we process this information

We process this information under the following:

- Article 6(1)(c) of the GDPR as processing is necessary for us to comply with the law
- Article 9(2)(b) of the GDPR as processing is necessary for the purposes of carrying out our obligations in relation to employment law
- Article 9(2)(h) of the GDPR as processing is necessary, where applicable, for the purposes of preventative or occupational medicine to assess the working capacity of the employee or to obtain a medical diagnosis.

Collecting this information

While the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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 six (6) calendar years after your employment ceases or six (6) financial years where required by law.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- The Schools HR Co-operative
- Governor Support Service
- Turn it On
- Medigold Health - occupational health
- Wellbeing Solutions Management
- Dataplan payroll processors
- Teacher Pensions
- Surrey County Council who manage our local government pensions

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 workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We also share information with our local authority about our workforce members' continuous service to establish eligibility for long service awards, and information about governing body membership that will identify staff who are governors on the school's governing body (in accordance with section 30 of the Education Act 2002).

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 of educational attainment.

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

The Schools HR Co-operative (“Schools HR”)

We share personal data, including special categories of personal data, with Schools HR for HR-related purposes, including:

- processing safer recruitment checks
- the administration of your employment contract (including calculation of continuous service dates for conditions of service and identifying long service award eligibility)
- enabling you to be paid, and for pension contributions to be made to a pension scheme [where applicable]
- supporting work absence policies and procedures (including sickness absences)
- processing work absence cover scheme claims (including sickness, hospital appointment, bereavement, religious holiday, and jury service absences)
- managing your performance and conduct
- undertaking any grievance, disciplinary, or related investigations
- advising on, and responding to, employment-related matters (including settlement agreements, COT3 agreements, and claims in the Employment Tribunal and Employment Appeal Tribunal) [where applicable].

Governor Support Service

We share personal data with the Governor Support Service for governing body membership reporting purposes, including:

- confirming personal information about staff who are governors on the school’s governing body (e.g. staff governors or co-opted governors) to enable communication and governing body membership reporting
- providing details of governing body reports and other information (including full governing body and committee minutes and reports) that may include personal information about staff who are governors on the school’s governing body.

Turn IT On

We share personal data, including special categories of personal data, with Turn IT On for SIMS database administration and technical support purposes, including:

- the administration of our workforce data
- ensuring you are paid the correct amount
- supporting the statutory return process (DfE censuses).
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Medigold Health

We share personal data, including special categories of personal data, with Medigold Health for managing work absences and wellbeing support, including:

- assessing your fitness to work
- when required, referring you for an occupational health assessment or consultation
- supporting your attendance at work (including making any reasonable adjustments to support your return to work and/or ongoing attendance at work).

Wellbeing Solutions Management

We share personal data with Wellbeing Solutions to provide you with a confidential employee assistance programme (EAP), including:

- confirming your eligibility to access the EAP online portal and telephone helpline
- offering you confidential counselling and advice.

Please note: This service is confidential and Hedgewood School does not know which individual employees access this service and for what purpose or reason.

Dataplan

We share personal data, including special categories of personal data, with Dataplan for pay-related purposes, including:

- ensuring you are paid the correct amount
- Processing of extra hours and casual hours worked
- Making salary payments directly to your bank account on a monthly basis
- Processing pension contributions and advising our pension provider accordingly
- Responding to any contract change

HMRC

We share personal data, including special categories of personal data, with HMRC for tax purposes, including:

- ensuring you are on the correct tax code
- ensuring your tax deductions are being correctly administered

Teachers Pension

We share personal data, including special categories of personal data, with Teacher Pensions for pension related purposes, including:

- any queries relating to pension contributions
- help and advice on pension related issues, including on-line management

Local government Pension Scheme

Managed by Surrey County Council

We share personal data, including special categories of personal data, with Surrey County Council for pension related purposes, including:

- any queries relating to LGPS pension contributions for support staff
- help and advice on pension related issues, including on-line management

Data collection requirements

The Department for Education (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 DfE, including the data that we share with them, visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE 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 DfE 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 DfE's data sharing process please visit:

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

To contact the DfE please visit:

<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 please contact John Goddard (headteacher) or Diane Owens (deputy head teacher)

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 (ICO) at <https://ico.org.uk/concerns/>

Further information

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

John Goddard or Diane Owens via

office@hedgewood.org

