

Privacy Notice - How we use workforce information

The categories of workforce information that we process

We process data relating to those we employ to work at, or otherwise engage to work within Aldridge Education. The purpose of processing this data is to assist in the running of the Trust and its academies and adult learning.

The categories of workforce information that we collect, process and hold include:

- personal information such as name, marital status, employee or teacher number, national insurance number, contact details, bank account details, DBS information, next of kin and emergency contacts numbers
- contract and payroll information such as start date, hours worked, post, roles, salary, national insurance, pension benefits and tax status information
- recruitment information such as qualifications (where relevant subjects taught), training and professional membership, references, right to work and other information as part of the application process
- special categories of data including characteristics information such as gender, age, ethnic group, health data etc.
- work absence information such as number of absences and reasons, details of periods of leave taken by you including holiday and other leave
- performance information such as appraisals, performance related information and other correspondence relating to disciplinary and / or grievances
- relevant medical information provided by you
- biometric and identify cards information
- CCTV footage and / or images
- Live streaming platforms or recorded lessons/meetings/sessions (you will be advised if lessons or meetings are recorded)

This list is not intended to be exhaustive.



Why we collect and use workforce information

We use school workforce data to:

- fulfil our statutory obligations as an employer
- enable the development of a comprehensive picture of the workforce and how it is deployed
- maintain accurate workforce records including emergency contact details and records of contractual and statutory rights
- enable individuals to be paid and administer pension and other benefits
- facilitate safer recruitment as part of our safeguarding responsibilities
- operate and keep a record of absence management and other types of leave including maternity, paternity and parental leave
- obtain occupational health advice and to ensure we are meeting obligations under health and safety law
- inform the development of recruitment and retention policies
- improve the quality of teaching and learning through effective support and training
- provide access to facilities such as building / room access, print facilities, library and catering facilities
- to create IT accounts, manage user groups and secure our key learning technologies (Microsoft Teams, Google etc.)
- support the work of the School Teachers' Review Body
- to provide references
- to be able to respond to and defend legal claims

This list is not intended to be exhaustive.



The lawful basis on which we process this information

Data Protection law requires us to have a lawful reason ('lawful basis') for processing the personal data we use. We collect and use workforce information under Article 6, and Article 9 where data processed is special category data from the General Data Protection Regulations May 2018 (GDPR) and for data collection purposes under the Education Act 1996. Our lawful basis for processing will be explained at the point at which we collect personal information unless there is a lawful reason not to do so.

The Trust and our Schools and Adult Learning provision process a wide range of personal data for a variety of purposes. The lawful basis we rely on will therefore vary. However, generally, the lawful basis we mainly use in relation to our workforce are:

- To fulfil a contract, we have entered into with you: for example, we need to collect and use your personal information to fulfil the terms of the employment contract we have with you including to be able to pay you and to administer benefits and pensions.
- We need to comply with the law (we have a legal obligation): for example, we collect and use workforce information under legal and statutory obligations within the Keeping Children Safe in Education (KCSIE) statutory guidelines. We are required to check employees' suitability to work with children, their entitlement to work in the UK and to comply with health and safety laws.
- We need to carry out a task in the public interest: For example, where the collection and use of workforce information is necessary for us to perform our role as a school and to deliver our public task of providing education to our pupils.
- You have given us consent to use it in a certain way (for example a photo of you for promotional purposes or on our website).
- We need to protect your vital interests (or someone else's interests). This relates to life and death situations.
- It is in ours, or a third party's, legitimate business interests to process the data. Where this is the case, we will ensure that we have considered whether our legitimate interests are overridden by your rights and freedoms as the worker or employee.

We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data which has extra protection in law and requires us to identify a condition for processing under Article 9 of the GDPR. Where we process more sensitive data, we need an additional legal basis. The basis we mainly use are:

- Legal obligation
- Substantial public interest including:
 - Statutory and government purposes
 - Equality of opportunity or treatment



- Preventing and detecting unlawful acts
- Preventing fraud
- Public Health

- Support for individuals with a particular disability or medical condition

- Employment, social security and social protection

- Occupational pensions

- Explicit consent

- To maintain your vital interests, where consent is physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance), and where your health data is then shared

- For the purpose of medical diagnosis and prevention (e.g. School nurse Team, ensuring staff are aware of allergies)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so. We will then cease this aspect of processing.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school/Trust's use of your data. There are also other lawful bases that may apply, and this will be made clear wherever possible.

Collecting workforce information

We collect personal information to enable us to manage our workforce and to help us to operate our Schools, Adult Learning and overall Trust. Workforce data is essential for the school / Trust to operate.

We collect and use information about you in a variety of ways including through the recruitment process, information obtained through identity documents, from correspondence with you or through interviews, meetings or other assessments while you are working with us.

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 UK 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.



Storing workforce information

Personal data is stored in line with our data protection policy in a range of different places including in your personnel file and in IT systems including the school's/Trust email system. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes relevant to your employment. Once your employment with us has ended, we will retain this file and usually delete the information in line with our retention policies (unless exceptionally there is a business need to retain it, for example in relation to safeguarding) for 6 years after the termination of your employment.

Who we share workforce information with

Information about our workforce will not be shared with any third party without your consent, unless the law permits this. Where it is legally required or is otherwise necessary (and it complies with data protection law) personal information may be shared with:

- Your family or representatives
- Educators, examining bodies and our regulator (Ofsted)
- Suppliers and service providers such as payroll providers
- Our auditors and legal advisors
- Trade unions, associations and other professional bodies
- Health authorities, Police forces, courts or tribunals
- Governors or Trustees
- Occasionally with the school or Trust Data Protection Leads or Data Protection Officer
- the relevant local authority, to meet our legal obligations to share certain information such as safeguarding concerns; or
- with the Department for Education (DfE) - the DfE processes personal data relating to those employed by schools (including all academies and free schools and all special schools including pupil referral units).

To find out more about the data collection requirements that are placed upon us by the DfE including the data that we share with them go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-school>



Why we share school 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.

Where we transfer personal data to a country or territory outside of the UK and European Economic Area, we will do so in accordance with data protection law and ensure that we have sufficient safeguards in place.

Local authority

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.

Department for Education

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:

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 (below).

Requesting access to your personal data

Under data protection legislation, individuals have the right to request access to information that we hold. This is known as making a 'Subject Access Request' (SAR). If you make a subject access request, and if we hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with



- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form within a month, unless an extension is necessary on the ground of the complexity of the request.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, contact:

- School Data Protection Leads (DPLs):
 - Darwen Aldridge Community Academy dpl@daca.uk.com
 - Darwen Vale High School dpl@darwenvale.com
 - Darwen Aldridge Enterprise School dpl@daestudio.biz
 - Sudell Primary School dpl@sudell.blackburn.sch.uk
 - Aldridge UTC@MediaCityUK dpl@utcmedicityuk.org.uk
 - Dukes Aldridge Academy dpl@dukesacademy.org.uk
 - Brighton Aldridge Community Academy dpl@baca-uk.co.uk
 - Portslade Aldridge Community Academy dpl@paca.uk.com
 - Aldridge Adult Learning dpl@aal.org.uk
- Trust Data Protection Officer (DPO): dpo@aldridgeeducation.org

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>



For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

- School Data Protection Leads (DPLs):
 - Darwen Aldridge Community Academy dpl@daca.uk.com
 - Darwen Vale High School dpl@darwenvale.com
 - Darwen Aldridge Enterprise School dpl@daestudio.biz
 - Sudell Primary School dpl@sudell.blackburn.sch.uk
 - Aldridge UTC@MediaCityUK dpl@utcmedicityuk.org.uk
 - Dukes Aldridge Academy dpl@dukesacademy.org.uk
 - Brighton Aldridge Community Academy dpl@baca-uk.co.uk
 - Portslade Aldridge Community Academy dpl@paca.uk.com
 - Aldridge Adult Learning dpl@aal.org.uk
- Trust Data Protection Officer (DPO): dpo@aldridgeeducation.org

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

This version was last updated on January 2022.

Contact

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

Trust Data Protection Officer (DPO): dpo@aldridgeeducation.org



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 for Education

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.

How to find out what personal information the Department for Education holds about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department:

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