Privacy Notice for Workforce (Maintained)

We, Holway Park School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

We hold personal data such as:

- Name, data of birth, contact details, address, next of kin
- Employee or teacher number, proof of right to work, national insurance number and bank details
- Characteristics such as sex, age, ethnic group
- Contract information such as start data, hours worked, post, roles, salary information, training records, and performance management
- Work absence information such as number of absences and reasons
- Qualifications and references

Why we use it

We use your data to:

- Fulfil our legal duties
- Fulfil our contract with you
- Develop a comprehensive picture of our workforce and how it is deployed
- Develop recruitment and retention policies

Legal basis

We process your data under:

- **UK GDPR Article 6(b)** – Contract, to fulfil our contract with you
- **UK GDPR Article 6(c)** – Legal obligation, to fulfil our statutory responsibilities
- **UK GDPR Article 6(e)** – Public task, to enable the running of the school and Trust
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting workforce information

We collect your personal data through our interactions with you and staff contact forms. This data is essential for the Trust's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing workforce information

We retain data only as long as necessary for legal, regulatory, and operational purposes. For more information, please request to see our data retention schedule.

Who we share workforce information with

We may share your data with:

- Department for Education (DfE)
- Local Authorities (e.g. Somerset LA)
- Other authorised parties as required
- HR, admin and education technology tools, which help us support you as an employee or fulfil your professional role

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so.

For information about the technology tools we use, you can ask to see a copy of our Record of Processing Activities (RoPA) which lists the tools we use and how we seek assurances that your data is safe and secure.

We are required to share information about our 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.

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

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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

To find out more about the data we share with the DfE go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

The Department for Education (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

Decisions on whether the DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and-share-research-data

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: https://www.gov.uk/government/publications/dfe-external-data-shares

To request a copy of the personal data held about you by the DfE, you should make a subject access request (SAR). Further information on how to do this can be found within the DfE's personal information charter:

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

or
https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights

To contact the DfE: https://www.gov.uk/contact-dfe

Requesting access to your personal data and your rights

You can request the following from the Trust:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the school or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the Trust or our Data Protection Officer at dposchools@somerset.gov.uk

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