



December 2024

### Squirrel Hayes First School Privacy Notice (How we use school workforce information)

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)
- 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
- address information
- payroll information
- emergency contact details
- performance management data
- Photographs
- eligibility to work in the UK documentation

### 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
- to support continued professional development
- to safeguard and support personnel
- to aid effective communication

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

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- fulfil a contract we have entered into with you;
- Enable you to be paid
- comply with a legal obligation; and

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





Squirrel Hayes First School  
Springfield Road  
Biddulph  
Stoke On Trent  
ST8 7DF  
Headteacher: Mrs. E. J. Pickford  
Telephone: 01782 973820  
Twitter: @squirrelhayes  
Facebook: facebook.com/squirrelhayes

- carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- you have given us consent to use it in a certain way;
- we need to protect your vital interests (or someone else's interests); and
- we have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. 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's use of your data.

### Collecting this information

We collect personal information via staff contract forms, reference requests from previous employers, DBS record.

Workforce data is essential for the school's/local authority's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. 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

School workforce data will not be kept for longer than is necessary and will be disposed of securely as soon as practicable.

Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on our behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with data protection law.

Some educational records relating to former employees of the school may be kept for an extended period for legal reasons, but also to enable the provision of references.

We have adopted the Information Management Toolkit for Schools created by the IRMS (Information and Records Management Society) and adhere to its principles and guidance.

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





### Who we share this information with

We routinely share this information with:

- our local authority
- payroll provider
- the Department for Education (DfE)
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies

### 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 (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

#### 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 educational attainment.

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.

#### Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





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>

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





Squirrel Hayes First School  
Springfield Road  
Biddulph  
Stoke On Trent  
ST8 7DF  
Headteacher: Mrs. E. J. Pickford  
Telephone: 01782 973820  
Twitter: @squirrelhayes  
Facebook: facebook.com/squirrelhayes

### 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 **Hedda Motherwell** on [infogov@staffordshire.gov.uk](mailto:infogov@staffordshire.gov.uk)

You also have the right to:

- to ask us for access to information about you that we hold
- to restrict our processing of you personal data (ie permitting its storage but no further processing)
- 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/>

### 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 Erica Pickford on 01782 973820 or [headteacher@squirrelhayes.staffs.sch.uk](mailto:headteacher@squirrelhayes.staffs.sch.uk)

### How Government uses your data

The workforce data that we lawfully share with the Department of Education (DfE) through the 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

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**





### Sharing by the Department for Education (DfE)

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

The Department for Education (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 the Department for Education (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 (DfE) hold about you

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

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**

ASPIRE BELIEVE ACHIEVE



Squirrel Hayes First School  
Springfield Road  
Biddulph  
Stoke On Trent  
ST8 7DF  
Headteacher: Mrs. E. J. Pickford  
Telephone: 01782 973820  
Twitter: @squirrelhayes  
Facebook: facebook.com/squirrelhayes

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

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

#### Further information

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

**Erica Pickford on 01782 973820 or [headteacher@squirrelhayes.staffs.sch.uk](mailto:headteacher@squirrelhayes.staffs.sch.uk)**

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

**BIDDULPH SCHOOLS  
PARTNERSHIP TRUST**  
(a mutual co-operative membership trust)

