

## Privacy Notice (How we use Sixth Forms workforce information)

### Introduction

Under data protection law, individuals have a right to be informed about how Christ the King Sixth Forms uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use your personal data and data about you. We, Christ the King Sixth Forms are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Molly Makota, Executive Director of Finance, HR & GDPR (see ‘Contact us’ below).

### The categories of sixth forms 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, religion and medical conditions
- 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)
- Other information such as bank details, pension information, emergency contact details, address and telephone number.

### Why we collect and use this information

We use sixth forms 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.
- Carry out our role as your employer or potential employer, including enabling individuals to be paid. This includes checking your identity and right to work in the UK.
- Contact individuals or next of kin in an emergency.

### The lawful basis upon which we process this information is as follows:

We collect and use your personal information on the basis that it is necessary for performing our employment contract with you, or it is necessary to take steps before entering into the contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

Where we collect your special category personal information, we do this on the basis that it is necessary for the purposes of carrying out our obligations in the field of employment law. Special categories of personal data are personal data that reveal a person’s racial or ethnic origin, religion, medical health, sexual orientation and criminal records.

### Collecting this information

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**

We will not keep your personal information for longer than we need it for the purposes we have explained above.

When you apply for a job with us, but your application is unsuccessful, we will keep your personal information for up to 6 months after the interview date.

When you are an employee, we will keep your personal information for as long as you work with us and then after you leave, we will keep your personal information for a period of 6 years.

## **Who we share this information with**

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- Teachers' Pensions
- Our payroll provider

## **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 support staff members with the 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 sixth forms, colleges and local authorities that work in state funded colleges (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded colleges 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 sixth forms 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>

### **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 Molly Makota, Data Protection Officer.

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 at  
<https://ico.org.uk/concerns/>

### **Further information**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

- Molly Makota – [m.makota@ctksfc.ac.uk](mailto:m.makota@ctksfc.ac.uk)

This notice is based on the <https://www.gov.uk/government/publications/data-protection-and-privacy-privacy-notices> for the school workforce, amended to reflect the way we use data in this school.

**October 2021**