



## Privacy Notice (How we use workforce information)

Staff working for the schools in the Riverside Family of Schools (RFS) are employees of North Lincolnshire Council, and therefore we are bound by the Human Resources and Organisational Development Privacy Notice. This notice can be found on the North Lincolnshire Council website: <https://www.northlincs.gov.uk/your-council/data-protection-and-privacy/>

Please also take note of the Welfare Services Privacy Notice on the website above, which applies to staff.

## School Workforce Census

In addition to the above, we also process and share staff data as part of the DfE's annual School Workforce Census.

The categories of information that we process include:

- personal information (name, address, contact information)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role)
- work absence information (such as number of days missed due to sickness absence)
- qualification level

## Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- Processing basis 1: Processing is necessary in order to meet our duties as an employer (Article 6 1 c compliance with a legal obligation and Article 9 2 b carrying out obligations and exercising specific rights in relation to employment).
- Processing basis 2: Processing is necessary for the performance of the contract of employment or in order to take steps at your request prior to entering into a contract of employment (Article 6.1.b).
- Special categories of personal data: processed on the basis of it is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject (Article 9(2)(g)).

## Collecting workforce information

We collect personal information via application and staff contract forms, and via EduLink.

Workforce data is essential for the federation's operational use. 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 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

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the school.

## Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

Colleagues may share your professional data, such as name, job title and work contact details with students, parents or external organisations where it is appropriate to your role and duties. This may include publishing name, job role and contact details online where appropriate.

### **Why we share 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.

## 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 workforce with the Department for Education (DfE) for the purpose of those data collections.

The submission of the School Workforce Return, including a set of individual staff records, is a statutory requirement on schools by virtue of regulations made under sections 113 and 114 of the Education Act 2005.

This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce (see section 3.4)
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members

## 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 the Data Protection Officer at the individual school.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- 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/>

## 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 and approved by the Governing Body in December 2022.

## Contact

If you would like to discuss anything in this privacy notice, please contact: The 1RFS:

Data Protection Officer  
Baysgarth School  
Barrow Road  
Barton-upon-Humber  
DN18 6AE

Data Protection Officer  
Castledyke Primary School  
Castledyke West  
Barton-upon-Humber  
North Lincolnshire  
DN18 5AW

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care 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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

## Sharing by the Department

The Department may share information about 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 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.