



Privacy Notice – to employees

Version 5 - August 2023

Owner: Brent Council Data Protection Officer on behalf of Brent River College

Review Date: August 2024

Version control table

Version Number	Date	Purpose / Change	Reviewer / Authoriser
1.0	12/03/2018	Original Procedure	LB Data Protection Service
2.0	12/06/2019	Update	LB Data Protection Service
3.0	28/04/2021	Review date changed Updated Education Act Legislation Updates due to COVID-19	LB Data Protection Service
4.0	31/08/2022	Annual Review Removed references to Test and Trace	LB Data Protection Service
5.0	31/08/2023	Annual Review	LB Data Protection Service

Privacy Notice – to employees - (How we use school workforce information)

Using this template

This template has been developed using the Information Commissioner’s Office (ICO) privacy notice guidance and the Department for Education’s privacy notice model documents.

Use this template to generate a letter, email or a web page posting for those employed to teach, or otherwise engaged to work, at your school to explain how you use their personal information.

Read through this document and make changes as instructed in [.....]

Please email school.dpo@brent.gov.uk with any feedback or questions.

How we use your information

Our privacy notices explain what to expect when «School_Name» collects personal information.

As staff part of the school workforce, we are writing to you to help you understand how and why we collect personal data about you. It also explains the decisions that you can make about your own information.

What is Personal Data?

Personal data is information that identifies you as an individual, either directly or indirectly. This includes your contact details, next of kin, and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos, and video recordings of you are also personal data.

In this notice Brent River College 364ab Stag Lane, NW9 9AE and Poplar Grove Centre HA9 9DB is the data controller as defined by Data Protection legislation.

Our Data Protection Officer is:

Brent Council's Data Protection for Schools Service

020 8937 2018

school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

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

- Personal information (such as name, employee or teacher number, and national insurance number)
- Special categories of data including characteristics information such as gender, age, and 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)
- If you are ill, isolating or shielding and whether there is a suspected or confirmed case of COVID-19
- Workforce information held and/or shared: relevant medical information, occupational health assessments, addresses, and other payroll information
- This list is not exhaustive, to access the current list of categories of information we process please request to view a copy of our Records of Processing Activity document.

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

The lawful basis on which we process this information

We collect and use information under one or more of the following legal basis

- Legal obligation – we need to process your information to comply with the law
- Contract – we need to process your information as part of a contract such as contract of employment
- Consent – we need your permission to use your information

Where we require consent to use your information we will make it clear when we ask for consent and explain how to go about withdrawing your consent.

For data collection purposes (Departmental Censuses), information is processed under the Education Act 2005 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 hold school workforce data for 6 years from end of employment, 40 years for health and safety information and 75 years for pension related matters. To access the current list of categories of information we process please request to view a copy of our Records of Processing Activity document. To understand your rights in relation to your data, please view the data protection policy available via the school website at <http://www.brentrivercollege.london>

Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE)
- The NHS

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.

[For use by pupil referral units only:]

We are required to pass information about our pupils to 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 Multi Academy Trusts), local authorities that work in state funded schools (including all maintained schools, all academies, 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>

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 School's data protection officer:

Our Data Protection Officer is:

Brent Council's Data Protection for Schools Service

020 8937 2018

school.dpo@brent.gov.uk

Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

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

Vivien Dean, Head Teacher

364b Stag Lane

NW9 9AE

020 8937 3763