

PRIVACY NOTICE – WORKFORCE DATA

(How we use workforce information)



The categories of workforce information that we collect, hold and share

These include:

- personal information (such as name, employee or teacher number, national insurance number, home address, contact information (including emergency contacts) etc.)
- contract information (such as start date, 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 (such as medication needed in an emergency)
- Payroll information (such as bank account numbers for payment transfers)

We also process special categories of data that may include:

- physical or mental health needs
- criminal convictions data
- characteristics information (such as ethnic group, gender, age, religious beliefs etc.)

Why we collect and use this information

We use 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 contact you or others known to you, where you have provided their information, in cases where it would be reasonable to contact that individual (i.e. an emergency)
- process the workforce census as required under the Education Act 1996

The lawful basis on which we use this information

We collect and use workforce information under Article 6 “Lawfulness of processing” paragraphs (c) and (e) and Article 9 “Processing of special categories of personal data” paragraphs (d) and (g) of the EU GDPR.

Further information can be obtained from the following websites:

- <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN>
- <https://ico.org.uk/for-the-public/>

Collecting workforce information

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 the General Data Protection Regulation, 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 data

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share workforce information with

We routinely share workforce information with:

- our local authority
- the Department for Education (DfE)
- academies within Aston Community Education Trust (ACET)
- official bodies, if required (such as police etc.)

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.

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.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information on how the DfE collects and shares data, go to <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about them that we hold. To make a request for your personal information, contact datacontroller@astoncetrust.org

You also have the right to:

- to have your personal data rectified, if it is inaccurate or incomplete
- to 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 request 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact datacontroller@astonctrust.org