

# GORDON'S SCHOOL

## Privacy Notice (How we use school workforce information)

### Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or who otherwise engage to work at our school. References to 'Staff' (or 'you') in this policy refer to current, past or prospective employees, workers, contractors and volunteers, who may be employed or engaged by the School or Foundation to work for it in any capacity. References to 'employment' and 'staff' in this Privacy Notice are not intended to imply or confer any employment rights on you if you are a worker, a contractor, a consultant, a volunteer or a job applicant.

Gordon's School Academy Trust and The Gordon Foundation are the Data Controllers for the purposes of UK data protection law.

Our data protection officer is the HR Director (see 'Contact us' below)

### The categories of school information that we process

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, address, employee or teacher number, date of birth, next of kin, gender, marital status and contact details)
- contract information (such as start dates, hours worked, post, roles and salary information)
- bank details, payroll records, National Insurance number and tax status information
- work absence information (such as number of absences and reasons)
- references given or received by the School about previous employment, educational establishments and/or other professional qualifications
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- records of communications and interactions with you (including emails)
- nationality and other immigration status information including copies of your passport
- contact details for next of kin
- performance information
- copy of driving licence
- car details (about those who use our car parking facilities)
- any other information relevant to your employment or other engagement with the School.

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- your racial and ethnic origin
- health data (for example, where required to monitor and record sickness absences and dietary needs)
- photographs and CCTV images captured in school
- dashcam footage from school minibuses

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## **Why we collect and use workforce information**

We use the data listed above to:

- administer and process job applications;
- carrying out due diligence and reference checks on you as part of your prospective or existing employment or engagement with the School;
- performance of your contract with the School;
- paying you and administering benefits (including pensions) for you;
- facilitate the safe recruitment, as part of our safeguarding obligation towards students;
- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies;
- monitor staff attendance and performance;
- internal record keeping;
- disciplinary purposes;
- enable equalities monitoring;
- complete the school workforce census (Gordon's School employees only); and
- for any reason or purpose set out in your employment or other contract or engagement with the School.

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

We may process your personal information, but no more than is necessary, to comply with a legal obligation which the school is subject to, to undertake public tasks vested in the school or because processing is necessary to comply with the terms and conditions of your contract of employment. In other circumstances, we will usually obtain your consent first. If we require your consent and it is given, you may withdraw this consent at any time.

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you

- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

### **Collecting workforce information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Government departments or agencies
- Police forces, courts or tribunals

### **Storing workforce information**

The School will retain personal data securely, and will retain it for as long as it is needed for the purposes set out in this Privacy Notice or for as long as the law requires us to. The specific periods of time are set out in the School's Data Retention policy. A copy of the Retention Policy can be requested by emailing [hr@gordons.school](mailto:hr@gordons.school).

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

### **Who we share workforce information with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- our local authority, Surrey, to meet our legal obligations to share certain information with it, such as safeguarding concerns
- the Department for Education (DfE) / Education and Skills Funding Agency
- our regulator, Ofsted
- relevant pension provider (eg TPS, LGPS, Cushon)

We may also share some information with:

- our IT provider
- education support services
- payroll providers
- our auditors
- professional advisers and consultants
- other employers for providing a reference
- our online health assessment provider

### **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)**

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 School workforce with the DfE for the purpose of those data collections, 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 the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

### **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, Josephine Boorman, at [jboorman@gordons.school](mailto:jboorman@gordons.school).

You also have the right to:

- to ask us for access to information about you that we hold
- 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 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### **Last updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact: Josephine Boorman, Data Protection Officer, at [jboorman@gordons.school](mailto:jboorman@gordons.school)

**Josephine Boorman**  
**Data Protection Officer**

**Updated: September 2024**

## **How Government uses your data**

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

## **Data collection requirements**

- To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **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:

<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>