# General Data Protection Regulations Privacy Notice
for

***School Workforce: those employed to teach or otherwise engaged to work at the school***

We, Downsview Primary & Nursery School, are the Data Controller for the purposes of the UK General Data Protection Regulation. Judicium Consulting Limited is our Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the UK GDPR. The Data Protection Officer can be contacted at dataservices@judicium.com.

## The Categories of School Workforce Information that we collect, process, hold and share

The categories of information that we collect, process, hold and share about those employed or otherwise engaged to work at the school, include:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- Special categories of data (including characteristics information, such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as the number of absences and reasons)
- Qualifications and where relevant subjects taught
- Relevant medical information, including Health Check clearance and Occupational Health referrals
- Disclosure and Barring Service information
- Performance Management and disciplinary information

## Why we Collect and Use this Information

We use school workforce data to:

- Enable a comprehensive picture of the workforce and how it is deployed;
- Inform the development of recruitment and retention policies;
- Enable individuals to be paid
- Allow better financial modeling and planning;
- Enable ethnicity and disability monitoring.

## The Lawful Basis on which we process this information

We will not give information about you to anyone without your consent, unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the UK General Data Protection Regulations (UK GDPR), including those in relation to the following:

- Article 6 and Article 9 of the UK GDPR
- Education Act 1996

## Collecting this information

Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the 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

Personal data relating to school workforce at Downsview Primary & Nursery School is stored in line with the school's Data Protection Policy. In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected, and in line with the school's Data Retention Policy.

## Who we share this information with

We routinely share this information with:

- Croydon Local Authority
- Croydon Education Partnership (educational services)
- Department for Education (DfE)
- Public Health England
- External companies:

- Access Group – HCSS Education (budgeting)
- Across Cultures Ltd (Learning Village)
- Adept (Secure broadband)
- Applicaa (online admissions forms)
- Audacity App (digital editor and recording application)
- Canva (graphic design and publishing tool)
- ChatGPT for Business
- ClassDojo (rewards recording and communication tool)
- Collins (Big Cat E-book reading resources)
- Cool Milk at School Limited (school milk registers)
- CPOMS for pupils (safeguarding and child protection software)
- CPOMS StaffSafe (staff personnel records management)
- CRB Cunninghams (cashless catering till)
- Education Shed (Spelling Shed)
- eduFOCUS Limited (Residential educational visits software)
- Google Drive (cloud storage)
- Google Gemeni and AI Overview
- Grammarsaurus (cross-subject curriculum framework)
- Hodder Education SNAP – SpLD (diagnostic tool for learning)
- Home remote working (Home 3 School remote access service)
- InVentry Limited (staff and visitor registration)
- JCA School Support Ltd (budgeting)
- Juniper Education (Sonar Tracker assessment tool)
- Juniper Websites (school website)
- Liberata and iTrent (Payroll provider)
- Literacy Gold (reading and spelling intervention programme)
- London Grid for Learning (free school meal checker)
- London Grid for Learning (staff e-mail provider)
- Magic Booking (online bookings and payments and parents evening bookings)
- Maths Circle Times Table Rockstars (multiplication and division online learning)
- Meta (Facebook and Instagram)
- Microsoft 365 Platform
- Pabulum Ltd (school lunches)
- PaperCut UK (print management)
- ParentPay Group (Management Information System Sims 7, Sims Next Gen and FMS Connected)
- Perchance AI
- PGL (residential trips)
- Progent Limited (CCTV)

- Reach2Teach AFIT (learning needs tool)
- SLT AI (SLT administrative tool)
- Smart Clinic trading name of APL Health Limited (occupational health and employee assistance)
- Speech Link Multimedia (speech, language and communication tool)
- Sum Up (card payments provider)
- Teachers2parents (messaging platform)
- TeamSOS (lockdown and tool)
- Teachmate AI
- Testbase (pupil assessments)
- The Key for School Leaders (KeyGPT and Governor Hub)
- Wonde (Management Information Integration software)
- You Tube (school video channel)
- Zoom Video Communications

## Why we share school workforce information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent, unless the law and our policies allow us to.

## 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.

## Data Collection requirements

The DfE collects and processes personal data relating to those employed in state funded schools. 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 office on 0208 764 4611 or email sec1@downsview.croydon.sch.uk.

## What are your rights?

You 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;
- 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 request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commission's Office on 03031231113, Monday to Friday 9am-5pm or at https://ico.org.uk/concerns/

## Further Information

If you would like any further information regarding this Privacy Notice, please email sec1@downsview.croydon.sch.uk.