

Privacy Notice (For staff-How we use workforce information)

Under data protection law, individuals have a right to be informed about how the Foundation uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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 otherwise engage, to work at our Foundation.

We, The Sir John Brunner Foundation, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted as shown in the 'Contact us' section below

The categories of information that we process

We process data relating to those we employ, or otherwise engage, to work at our Foundation.

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, national insurance number)
- characteristics information (such as, sex, age, ethnic group)
- contract information (such as start date, hours worked, post, pension, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- marital status
- next of kin and emergency contact numbers
- bank account details, payroll records and tax status information
- recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- training records and professional memberships
- performance information
- outcomes of any disciplinary and/or grievance procedures
- copy of driving licence
- photographs and CCTV footage
- data about your use of the school's information and communications system

This list is not exhaustive. We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

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) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- e) support effective performance management
- f) allow better financial modelling and planning
- g) enable equality, diversity and inclusivity monitoring
- h) support the work of the School Teachers' Review Body and Department for Education
- i) celebrate academy and individual achievements

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are Article 6 (1)(b) and (1)(c) of the General Data Protection Regulations :

- 6(1)(b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- 6(1)(c) Processing is necessary for compliance with a legal obligation
- 6(1)(d) Processing is necessary to protect the vital interests of a data subject or another person
- 6(1)(e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

We collect and use sensitive staff information under Article 9 (2) (b) of the General Data Protection Regulations:

- 9(2)(b) Processing is necessary for carrying out obligations under employment and social security or social protection law or a collective agreement
- 9(2)(c) Processing is necessary to protect the vital interest of a data subject or another individual
- 9(2)(e) Processing relates to personal data manifestly made public by the data subject
- 9(2)(f) Processing is necessary for establishment, exercise or defence of legal claims
- 9(2)(h) Processing is necessary for the purpose of preventative or occupational medicine, assessing working capacity of employee, diagnosis, provision of health/ social care or treatment or management if health and social care systems

Where we collect and use photographic/ digital records of academy and individual achievements and activities we will do so under Article 6 (1)(a) Consent of the data subject.

Collecting workforce 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. We collect personal information via staff starter contract forms and via staff absence/performance management systems.

Workforce data is essential for the school's / local authority'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 UK 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, please request a copy from the relevant academy's office or the Head of Governance and Compliance at The Sir John Brunner Foundation 01606 664900.

Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- within our academies
- your family or representatives
- educators and examining bodies
- our regulator Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, Health and Safety Advisors
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- trade unions and associations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies
- employment and recruitment agencies

Why we share school 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 (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 with the Department for Education (DfE) for the purpose of those data collections, under:

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

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

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

Requesting access to your personal data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the relevant academy's office, or the Head of Governance and Compliance at The Sir John Brunner Foundation 01606 664900.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

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. This version was last updated on 29th January 2025.

Contact

If you would like to discuss anything in this privacy notice, please contact:
Head of Governance or Compliance

c/o Sir John Deane's Sixth Form College

Monarch Drive

Northwich

CW9 8AF

Tel 01606 664900.

Our DPO Kathryn McBurnie Kmcburnie@sjbf.org.uk

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) will only share your personal data where it is lawful, secure and ethical to do so and 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 public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, 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>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>