

Bethany School

PRIVACY NOTICE FOR SCHOOL GOVERNORS AND VOLUNTEERS

March 2022

Under data protection law, individuals have a right to be informed about how the 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 working with the school in a voluntary capacity, including School Governors.

We, Bethany School, are the 'data controller' for the purposes of data protection law.

The personal data we hold

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

- Contact details and contact preferences
- Date of birth, marital status and gender
- References
- Documents to support an Enhanced Disclosure and Barring Service application, such as copies of Passports, Birth and Marriage Certificates
- Evidence of qualifications
- Photographs

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
- Disability, health and access requirements

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing Governor details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for volunteers who require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

How we store this data

Personal data is stored in line with our Data retention and destruction policy. This is based on the Information and Records Management Society's toolkit for schools.

We maintain a file to store personal information about all volunteers. The information contained in this file is kept secure and is only used for purposes directly relevant to work with the school.

When this information is no longer required, we will delete your information in accordance with our Data retention and destruction policy.

Data sharing

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

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

- Government Departments or Agencies – to meet our legal obligations to share information about school Governors

- Our local authority – to meet our legal obligations to share certain information with it, such as Governor details
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as Governor/Volunteer support
- Professional advisers and consultants
- Employment and recruitment agencies
- Police forces, courts

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Compliance Manager.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Compliance Manager. (DPCM)

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Head Teacher who is our Data protection lead or our Data Protection Compliance Manager (DPCM) at: dataprotection@bethanyschoolsheffield.org

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our DPCM by emailing: dataprotection@bethanyschoolsheffield.org.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the department:

- 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, you should make a subject access request (SAR). Further information on how to do this can be found within the department's 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 DfE: <https://www.gov.uk/contact-dfe>.

Bethany School

PRIVACY NOTICE FOR PARENTS/CARERS

March 2022

Under data protection law, individuals have a right to be informed about how the school 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 parents/carers and pupils.

We, Bethany School, are the 'data controller' for the purposes of data protection law.

Our Data Protection Compliance Manager (DPCM) can be contacted at:
dataprotection@bethanyschoolsheffield.org

The personal data we hold

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

- Contact details, contact preferences
- Marital status
- Gender

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

- Contact details, contact preferences, date of birth
- Results of assessment
- Pupil and curricular records
- Characteristics, such as ethnic background or special educational needs
- Exclusion and behavioural information
- Details of any medical conditions, including physical and mental health
- Attendance information
- Safeguarding information
- Details of any support received, including care packages, plans and support providers
- Photographs
- We may also hold data about pupils that we have received from other organisations, including other schools, local authorities and the Department for Education.

Why we use this data

We use this data to:

- Facilitate the efficient operation of the school
- Support pupil learning
- Monitor and report on pupil progress

- Provide appropriate pastoral care
- Protect pupil welfare
- Assess the quality of our services
- Administer admissions waiting lists
- Promote the objects and interests of the School. This includes fundraising. It also includes making sure that we are able to enforce our rights against you, for example, so that we can contact you if you have not upheld your financial commitment.
- Carry out research
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use pupils' personal data when the law (The EU data protection regulation 2016/679 (GDPR) including article 6 "lawfulness of processing and article 9 "processing of special categories of personal data") allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation. For example, sending details to the national pupil database.
- We need it to perform an official task in the public interest. For example, providing an education for your child is in the public interest.
- Necessary for a contract. For example, we need your name and contact details so that we can update you on your child's progress and so that we can contact you if there is a concern.

Legitimate interest. For example, safeguarding and promoting the welfare of your child

Less commonly, we may also process pupils' personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use pupils' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using pupils' personal data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

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

Whenever we seek to collect information from you or your child, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about pupils while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Data Protection Policy and Data Retention Policy set out how long we keep information about pupils.

Data sharing

We do not share information about pupils 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 data protection law) we may share personal information about pupils with various bodies:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education – to meet our legal obligations to share certain information with it, such as the information required for the National Pupil Database
- The pupil's family and representatives – to meet our contractual obligations, for example to update you on your child's progress.
- Educators and examining bodies – there is a legitimate interest, for example to contact AQA to register for exams
- Our regulator Ofsted – to meet our legal obligation to share certain information with them
- Health authorities – where there is legitimate interest, for example for the school nurse to give vaccinations or The Ryegate Children's Centre
- Police forces, courts, tribunals – where there is a legitimate interest or for the public interest, for example when the police are required for safeguarding

National Pupil Database

We are required to provide information about pupils to the Department for Education as part of statutory data collections such as the school census and early year's census.

Some of this information is then stored in the National Pupil Database (NPD), which is owned and managed by the Department and provides evidence on school performance to inform research.

The database is held electronically so it can easily be turned into statistics. The information is securely collected from a range of sources including schools, local authorities and exam boards.

The Department for Education may share information from the NPD with other organisations which promote children's education or wellbeing in England. Such organisations must agree to strict terms and conditions about how they will use the data.

For more information, see the Department's webpage <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information> on how it collects and shares research data.

You can also contact the Department for Education on 0370 000 2288 with any further questions about the NPD.

Youth support services

Once our pupils reach the age of 13, certain information about them, provided by the school to Sheffield City Council is passed to youth support services, as it has legal responsibilities regarding the education or training of 13-19 year-olds.

This information enables it to provide youth support services, post-16 education and training services, and careers advisers.

Parents/carers, or pupils once aged 16 or over, can contact our data protection officer to request that we only pass the individual's name, address and date of birth to Sheffield City Council.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Parents and pupils' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 13), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our DPCM.

Parents/carers can also request to discuss their child's educational record. To do so contact the child's teacher.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our DPCM.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Compliance Manager.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113

- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Compliance Manager**:

- dataprotection@bethanyschoolsheffield.org

This notice is based on the Department for Education's model privacy notice for pupils, amended for parents and to reflect the way we use data in this school.

Bethany School
PRIVACY NOTICE FOR PUPILS
March 2022

How We Use Your Information

We at Bethany school are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school.

We hold this personal data and use it to:

Support your teaching and learning

Monitor and report on your progress

Look after your wellbeing and keep you safe

Assess how well our school is doing

The categories of pupil information that we collect, hold and share include:

Personal information (such as name, address, and contact details)

Characteristics (such as ethnicity, language, nationality, country of birth and special educational needs)

Attendance information (such as sessions attended, number of absences and absence reasons)

Any relevant medical information

Assessment and attainment (such as exam results, pupil profiles and Norms reports)

Safeguarding information

Our legal basis for using this data

We will only collect and use your information when the UK General Data Protection Regulation (UK GDPR Article 6 and 9) law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide you with an education)
- We need to fulfil our contract with your parents/carers to give you an education.
- We have a legitimate interest, for example promoting your welfare.

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you or your parents/carers may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.



How do we collect, store and share your information?

We collect pupil information via your application form and secure file transfers from your previous school. Pupil data is essential for the schools operational use. 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 the UK General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

We only share the minimum necessary amount of relevant and adequate personal data. We ensure that the personal data is shared in compliance with our other data protection duties and obligations, including fairness, accuracy, and security.

We routinely share pupil information with

- Schools that you attend after leaving us and examining bodies
- Our regulator, Ofsted
- Our local authority – to meet our legal obligations to share certain information with it such as safeguarding concerns and exclusions
- Youth support services – once you reach age 13, Sheffield city council passes certain information (name, address and DOB) about you to Youth Support services as it has a legal responsibility regarding educating and training 13-19 year olds.
- The Department for Education – to meet our legal obligations to share information such as the national pupil database and school census

- Educators and examining bodies
- Health authorities where there is a legitimate interest such as School nursing services

How Long We Keep Your Information For

We keep your information for as long as we need to, in order to educate and look after you. This is set out in our data retention/destruction policy. We will keep some information after you have left the School, for example, so that we can find out what happened if you make a complaint.

In exceptional circumstances we may keep your information for a longer time than usual, but we would only do so if we had a good reason and only if we are allowed to do so under data protection law.

We can keep information about you for a very long time or even indefinitely if we need this for historical, research or statistical purposes. For example, if we consider the information might be useful if someone wanted to write a book about the School.

What Decisions Can You Make About Your Information?

You have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing, such as when you leave the school
- restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- ask we do not use your data in a certain way
- complain about any of our use of your data
- 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

To make a request for your personal information, contact our Data Protection Compliance Manager.

If you have a concern or complaint 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 <https://ico.org.uk/concerns/>.

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 in January 2022

Contact

If you would like to discuss anything in this privacy notice, please contact the Head teacher (Data Protection Lead) or the DPCM by emailing: dataprotection@bethanyschoolsheffield.org.

More information about how the Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools and local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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 DfE: <https://www.gov.uk/contact-dfe>.

Bethany School
PRIVACY NOTICE FOR SCHOOL STAFF
March 2022

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The categories of school information that we process

These include:

- Personal information (such as name, address, contact details, employee or teacher number, national insurance number)
- 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 number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Relevant medical information

REASONS WE CAN COLLECT AND USE YOUR PERSONAL INFORMATION

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

We use workforce data to:

- a) Enable individuals to be paid
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support pension payments and calculations
- d) Enable leave payments (such as sick pay and maternity leave)
- e) Support effective performance management
- f) Inform the development of recruitment and retention policies
- g) Inform financial audits of the school
- h) Fulfil our duty of care towards our staff

Under Article 6 of the UK GDPR, the legal basis / bases we rely on for processing personal information for general purposes are most commonly:

- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- 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;

Less commonly, we may also use personal data about you where

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;

- processing is necessary in order to protect the vital interests of the data subject or of another natural person

Where you have provided us with consent to use your data, you may withdraw your consent at any time. We will make it clear when requesting your consent, and explain how to go about withdrawing your consent if you wish to do so.

- 1) We only share the minimum necessary amount of relevant and adequate personal data.
- 2) We ensure that the personal data is shared in compliance with our other data protection duties and obligations, including fairness, accuracy and security.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the schools use of your data.

Collecting workforce information

We collect personal information via your job application form and other new starter requirements such as your ID documents, qualification certificates, criminal record self-declaration and your medical health questionnaire. During your time at school we will collect appraisal documents, and training records.

Workforce data is essential for the school'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 create and maintain an employment file for each staff member. The information contained in this file is kept securely and is only used for purposes directly related to your employment. We will retain this file and delete the information in it in accordance with our records management policy which states that we hold all data securely for 6 years following the end of your employment.

Who we share workforce information with

- Department for Education (DfE)
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns to protect vital interest
- Your family or representatives – in case of emergency to protect vital interest
- Educators and examining bodies – for example when submitting pupils work for examination to carry out a task in the public interest
- Ofsted – for example during inspection
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll to fulfil our contract with you.
- Financial organisations – in order for wages to be paid to fulfil our contract with you.
- Our auditors – to meet our legal obligation
- Health authorities – to protect your own vital interest
- Professional advisers and consultants – for example the treasurer to fulfill our contract
- Police forces, courts, tribunals – if required by law
- Professional bodies – for example to obtain QTS with consent

- Employment and recruitment agencies – for example reference requests with consent

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.

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

Department for Education

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 children and young people with the Department for Education (DfE) for the purpose of those data collections.

The 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 DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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.

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 our Data Protection Compliance Manager (DPCM), by email at: dataprotection@bethanyschoolsheffield.org.

You also have the right:

- 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 DfE, please see the 'How Government uses your data' section below

How government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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 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

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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: <https://www.gov.uk/contact-dfe>.

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 in March 2022

Contact

If you would like to discuss anything in this privacy notice, please contact: The Head Teacher (Data Protection Lead) or the DPCM at: dataprotection@bethanyschoolsheffield.org