



UNIVERSITY OF LIVERPOOL MATHS SCHOOL

Privacy Notice for Staff Members, Trustees and Members of the Trust (How we use workforce information)

University of Liverpool Mathematics School is responsible for controlling and processing your data if you are an employee, volunteer, ex-employee or job applicant.

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- 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 and times of medical appointments
- home address
- banking information (for payroll purposes)
- contact information (such as telephone number, and including contact information for next of kin or emergency contact)
- video/ audio recordings of your contributions to staff/ trustee / trust-member meetings and the lessons you deliver online

This list is not exhaustive, to access the current list of categories of information we process please request a copy of our records retention schedule.

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) support the professional development of staff members and assist their career progression
- e) ensure that staff members are safe and contact their next of kin in an emergency
- f) monitor staff attendance and performance in line with their terms of employment and the professional standards expected of them

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the performance of a contract to which the data subject is party ([GDPR Article 6 paragraph 1\(b\)](#))
- for the purposes of the legitimate interests of the school ([GDPR Article 6 paragraph 1\(f\)](#))

In the case of special categories of personal data (specifically: ethnicity and, where collected, religious belief) we process these in order to monitor whether we are meeting our equal opportunity objectives, plan for the provision we make and to meet our statutory obligations for providing census data to the government. We process on the basis of [GDPR Article 9 Paragraph 2\(d\),\(g\) and \(j\)](#).

Collecting workforce information

We collect personal information via job application forms, references and the interview and selection process. We also collect information about staff members during staff induction and on a daily basis when colleagues provide information about medical appointments, absences, home moves etc.

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 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 and we will tell you what you need to do if you do not want to share this information with us.

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 and how we keep your data safe, please request a copy.

Data is stored in the cloud, primarily in our Bromcom MIS database, BrightHR and Google Drive. The school requires that these data processors have high standards of data security, compliant with statutory requirements and that staff users of the systems are well trained and take care to keep their accounts secure.

Who we share workforce information with

We routinely share this information with:

- the Department for Education (DfE)
- Liverpool Local Authority
- our payroll agency
- the agency which manages your pension
- any agencies who provide services to staff members (such as the cycle scheme)

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. The DfE requires that we submit an annual census containing information about our workforce. Other than this we do not plan to share information about our staff members with anyone other than in order to pay you and administer your pension and any other benefits linked to your employment.

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

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 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, 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 dpo@liverpoolmathsschool.org

Depending on the lawful basis above, you may also 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; and
- a right to seek redress, either through the ICO, or through the courts

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 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 **22nd February 2022**

Contact

If you would like to discuss anything in this privacy notice, please contact: dpo@liverpoolmathsschool.org

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>