



Privacy Notice (How we use school workforce information)

Olive Hill Primary Academy collects and processes personal data relating to its employees to manage the employment relationship. Olive Hill Primary Academy is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations. This privacy notice will inform you about why Olive Hill Primary Academy collects and processes a range of information about you.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address and contact details, employee or teacher number, details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts);
- special categories of data including characteristics information (such as gender, age, ethnic group, religion and sexual orientation);
- contract information (such as start dates, terms and conditions of your employment, hours worked, post, roles and salary information, information about entitlement to benefits such as pensions, information about your nationality and the entitlement to work in the UK);
- work absence information (such as number of absences and reasons);
- qualifications (such as skills, experience and employment history, where relevant, subjects taught);
- information about your criminal record;
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence);
- assessments of your performance (such as appraisals, performance reviews, performance improvement plans and related correspondence); and
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments).

Why we collect and use workforce information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;



- inform the development of recruitment and retention policies;
- enable individuals to be paid;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
- operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace;
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that employees are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that Olive Hill Primary Academy complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration;
- provide references on request for current or former employees;
- respond to and defend against legal claims;
- maintain and promote equality in the workplace;
- monitor and quality assure ECT induction;
- carry out teacher training.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

The lawful basis on which we process this information

We process this information under the following UK General Data Protection Articles:

Article 6.1 (b) processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract

Article 6.1 (c) processing is necessary for compliance with a legal obligation to



which the controller is subject

For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act

Article 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.

For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

Article 9.2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

Article 9.2 (c) processing is necessary to protect the vital interests of the data subject

Article 9.2 (g) processing is necessary for reasons of substantial public interest and is authorised by domestic law

Collecting workforce information

Olive Hill Primary Academy collects personal information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessment.

In some cases, Olive Hill Primary Academy may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

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 and appropriate consent will be sought, e.g. when capturing/using staff photos for certain identified school



purposes. In order to comply with data protection legislation, 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 this 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 visit [IRMS Toolkit for Academies](#).

Detailed information about how we ensure the safe use of data can be found in our policies:

- [Data Protection Policy](#)
- [Information and Cyber Security Policy](#)
- Data Retention Policy
- ICT Acceptable Use Policy
- Olive Hill Staff SharePoint

Who we share this information with

Your information may be shared internally, including with those people responsible for HR and recruitment (including payroll), senior staff who you report to or who have supervisory/management responsibilities for you and business support and IT staff if access to the data is necessary for performance of their roles.

Olive Hill Primary Academy routinely shares this information with:

- our local authority
- the Department for Education (DfE)
- Stour Vale Academy Trust
- Tribepad
- PIMS
- MyHR
- SIMS
- Qwell/Kooth
- BHSF
- Haybridge Teaching School Hub/Ambition Institute
- Office for National Statistics
- Single Central Record
- RM Unify



- Papercut
- Microsoft Online Services – Microsoft Office 365
- Aperture Portraits
- YouTube
- Twitter
- Microsoft Teams
- Sign In App
- GovernorHub
- AvePoint Cloud Backup
- Facebook
- Parago Health and Safety System

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

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 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.

Stour Vale Academy Trust

We are required to share information about our workforce members with Stour Vale Academy Trust (our employer) as part of the process of fulfilling the data-sharing requirements above.

Tribepad

We are required to share information about new workforce members with Tribepad for the purposes of receiving candidate information through application forms and for creating employment contracts for successful



candidates through PIMS. In addition to their application form, the qualification certificates, next-of-kin information and HMRC starter checklist form of new workforce members are uploaded to Tribepad to enable them to be paid.

PIMS

We are required to share information about workforce members with PIMS for the purposes of storing HR and pay records. Information held in PIMS is that which is uploaded to Tribepad when a workforce member joins the Trust.

MyHR

We are required to share information about workforce members with MyHR for the purposes of providing them with access to their payslips and absence records.

SIMS

We use SIMS for the purposes of recording staff data, including categories of personal information such as contact details.

Qwell/Kooth

We offer use of Kooth's anonymous digital mental health support platform, Qwell, to all staff.

BHSF

We use BHSF for occupational health referrals.

Haybridge Teaching School Hub/Ambition Institute

We are required to share information about our Early Career Teachers (ECTs) with Haybridge Teaching School Hub/Ambition Institute as our Early Career Framework (ECF) provider.

Office for National Statistics

We are required to complete an annual survey of hours and earnings on a sample of employees selected by the ONS.

Single Central Record

We use the Single Central Record to track safer recruitment checks before the start of employment.

RM Unify

We use RM Unify as a launchpad to open other applications, such as E-Mail and links to web-based resources/sites.

Papercut

We use Papercut in addition to the schools print management solution to processes print jobs and the cost for printing.



Microsoft Online Services – Microsoft Office 365

We use Microsoft Office 365 to access E Mails, One Drive, SharePoint, Teams etc.

Aperture Portraits

Aperture Portraits is a photography company used to take staff photographs.

YouTube

We use YouTube to upload videos of the staff to be shared via a link, QR code, Twitter, Facebook, school website or on the school's YouTube channel.

Twitter

We use Twitter to share staff photos/videos on the schools Twitter account.

Microsoft Teams

We use Microsoft Teams to communicate virtually in online meetings with other fellow children and staff from Olive Hill and with people outside of the organisation.

Sign In App

We use Sign In App as an electronic signing in and out system that records entry and exit times for staff.

GovernorHub

We use GovernorHub to record staff governor information.

AvePoint Cloud Backup

We use AvePoint Cloud Backup to backup Office365 cloud data from Exchange, OneDrive, SharePoint, and Teams.

Facebook

We use Facebook to share staff photos/videos on the schools Facebook account.

Parago Health and Safety System

We use Parago Health and Safety System to record the compliance of health and safety and checks.



Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs D Williams, School Business Manager.

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 April 2024.

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:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

You 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
- claim compensation for damages caused by a breach of the Data Protection regulations.

The Trust, in line with statutory guidance, will respond to Subject Access



Requests within one calendar month. However, if the request is received during the school holiday, please be advised that the Trust will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

YourIG Data Protection Officer Service

Dudley MBC

The Council House

Dudley

West Midlands

DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607



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; and
- 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>