



## Privacy Notice - Workforce

### How we use R.E.A.L workforce information

This privacy notice relates to all members of R.E.A.L Education and R.E.A.L Independent School workforce and outlines how individual data will be stored and processed under the General Data Protection Regulations.

When processing or sharing your information we will always endeavor to share the minimum amount of information to fulfill our obligations.

### The categories of R.E.A.L workforce information that we collect, process, hold and share include:

- personal information (such as name, address, mobile number, next of kin, teacher number)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as references, start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- Complaints and investigation records
- qualifications (and where relevant the subjects taught)
- payroll information (bank details, tax codes, national insurance, details for HMRC)
- details for the single central register (DBS number, and teacher recruitment checks)
- medical information (any disabilities requiring reasonable work adjustments, or access to work)
- driving License and vehicle information
- CCTV - see separate policy for full details

### Why we collect and use this information

We use R.E.A.L 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
- enable individuals to access the pension scheme
- staff disciplinary and associated processes
- to process safer recruitment practices by managing a single central register
- provide learners with a broad and balanced curriculum, and maintain a consistent timetable
- offer a broad and balanced CPD
- ensure appropriate use of fleet vehicles and learner transportation
- enrollment onto the company benefit schemes e.g Life Insurance, Westfield Health
- maintaining a safe environment



If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

### **The lawful basis on which we process this information**

We process and collect this information under the contractual obligation in article 6 (1)(b) of the General Data Protection Regulations (GDPR). We also process special category data under article 9 (2)(b) of the GDPR the Safeguarding of Vulnerable Groups Act 2006.

We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

### **Collecting this 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 R.E.A.L workforce information to us or if you have a choice in this.

### **Storing this information**

We hold R.E.A.L workforce data in line with our Data Retention Policy and HR Policies.

### **Who we share this information with**

When processing or sharing your information we will always endeavor to share the minimum amount of information required to fulfill our obligations. We may be required to share information with include but not limited to:

- Relevant local authorities/commissioners
- Department for Education (DfE)
- Police / Government enforcement agencies
- Ofsted
- Pension supplier
- Insurance suppliers, including health insurance supplier
- HMRC and payroll services e.g SAGE
- DVLA and Fleet Management systems
- Legal advisors
- Training Providers
- Employee benefit providers

### **Why we share R.E.A.L workforce information**

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



### **Local authority / commissioners**

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.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by Independent schools, we are required to make a census submission in January each year 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

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>

To be granted access to R.E.A.L 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, this is called a Subject Access Request (SAR). To make a SARS request for your personal information you can write to DPO at R.E.A.L Education, Kings Mill Way, Mansfield, NG18 5ER or email [gdpr@real-education.org](mailto:gdpr@real-education.org). You will be sent a form to complete to verify your identity and detail the information you wish to see.

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

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, by contacting our DPO at [gdpr@real-education.org](mailto:gdpr@real-education.org)

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

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

[gdpr@real-education.org](mailto:gdpr@real-education.org)