King's College London Mathematics School

Privacy Notice - How we use school workforce information

King's College London Mathematics School (KCLMS) is fully committed to respecting the privacy of all individuals.

KCLMS is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to the school workforce is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data.

Where the school outsources data to a third party processor, the same data protection standards that KCLMS upholds are imposed on the processor.

Why we collect and use this 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 all individuals to be paid
- to provide appropriate workforce support and care
- to provide appropriate health and safety provision
- to safeguard all pupils
- to comply with the law regarding data sharing

The lawful basis on which we process this information:

We collect and process school workforce information in order to meet the legal requirement and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

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 the GDPR and 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.

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

- personal information (such as name, employee or teacher number, national insurance number, address)
- special categories of data including 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)
- contact information (such as home addresses, contact numbers)
- financial information (such as payroll and bank account details for payment)

Storing this information:

We hold school workforce data for six years from the date on which the school's contract with an individual ended.

In accordance with the GDPR, KCLMS does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share this information with:

We routinely share this information with:

- the Department for Education (DfE)
- commissioned providers of payroll and personnel services

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.

Department for Education (DfE)
We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our pupils with the (DfE) 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 schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are

required to make a census submission 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

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.

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

Requesting access to your personal data:

Under data protection legislation, you have the right to request access to information about you that we hold and how we use it. To make a request for your personal information, please complete a subject access request (SAR) form, which can be found on our website (in About / Our Policies). The SAR form contains instructions for how to submit this request to the school.

Your enquiry will be dealt with as soon as possible and will not take more than one calendar month to process.

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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way KCLMS and/or the DfE is collecting or using your personal data, we request 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/

Notification of changes to the Privacy Notice:

KCLMS reserves the right to change the privacy policy from time to time. We encourage all users to be responsible about their privacy and recommend that you consult this notice frequently so that you are aware of our latest policy and can update your preferences if necessary.

Contact:

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please refer to our Data Protection Policy, or ask a member of the Senior Leadership Team.

Please also feel free to contact our Data Protection Officer, Olenka Cogias, who works in the Business Assurance team at King's College London. Their role is to oversee and monitor the school's data protection procedures, and to ensure they are complaint with the GDPR. The Data Protection Officer can be contact by emailing info-compliance@kcl.ac.uk or by post using the following address:

FAO Data Protection Officer
King's College London Mathematics School
80 Kennington Road
London SE11 6NJ

Your enquiry will be dealt with as soon as possible and will not take more than 30 days to process.