



## **Tees Valley Education Workforce Privacy Notice**

Version 2 – February 2020

**The categories of Trust's workforce information that we collect, process, hold and share include:**

- personal information (such as name, employee or teacher number, national insurance number)
- 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)
- Ongoing professional development and training completed
- Payroll information and
- Medical information where applicable e.g. diabetic

For details of what we collect, process, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and [registration number ZA293064, Link: <https://ico.org.uk/ESDWebPages/Entry/ZA293064>]

### **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
- inform commissioning contracts such as staff insurance
- inform next of kin in an emergency
- ensure all staff have equal access to personal development opportunities and mandatory training has been completed as required
- enable individuals to be paid
- complete statutory returns for DfE, Teachers Pension, and Local Government Pension Schemes

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

We process this information where we are required by law, including:

- To comply with the law regarding data sharing such as the Education Act 1996 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- To comply with specific employment law requirements, including our obligations as

an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS

- To comply with legal requirements in relation to equalities and non-discrimination

## **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 school workforce information to us or if you have a choice in this.

## **Storing this information**

Full details of data retention periods adopted by Tees Valley Education Trust are outlined in the IRMS Information Management Toolkit for schools Version 5 1 February 2016 link: [https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016\\_IRMS\\_Toolkit\\_for\\_Schools\\_v5\\_Master.pdf](https://irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf)

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

We routinely share this information with:

- Relevant local authority (Middlesbrough or Redcar and Cleveland as appropriate)
- Education and Skills Funding Agency (ESFA)
- the Department for Education (DfE)
- Payroll Provider (Barnsley Financial Services)
- Local Government Pension Scheme (Teesside Pension Scheme)
- Teachers' Pension Scheme

## **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)**

We share personal data with the Department for Education (DfE) and ESFA 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. To make a request for your personal information, contact [DPO@tved.org.uk](mailto:DPO@tved.org.uk).

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

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 emailing: [DPO@tved.org.uk](mailto:DPO@tved.org.uk). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

### Contact:

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

- **Emma Chawner, Trust Business and Resource Manager**  
Tees Valley Education  
Fulbeck Road  
Netherfields  
Middlesbrough  
TS3 0QS  
Tel: 01642 221156  
Email: [emma.chawner@tved.org.uk](mailto:emma.chawner@tved.org.uk) or [DPO@tved.org.uk](mailto:DPO@tved.org.uk)
- **Data Protection Officer (for Schools)**  
Corporate Services and Governance  
Gateshead Council  
Civic Centre, Regent Street,  
Gateshead, Tyne & Wear, NE8 1HH.  
Tel No: (0191) 433 2113 or 433 2192  
Email: [DPO@Gateshead.Gov.UK](mailto:DPO@Gateshead.Gov.UK)