

The Griffin Schools Trust is a family of schools, working together to foster proud traditions, widen horizons and promote high achievement.

Our schools share a conviction that great schools are built on rich extra-curricular programmes and high quality pastoral care as well as an inspiring curriculum.

Privacy Notice (how we use staff information)

The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, address)
- characteristics information (such as gender, age, ethnic group, relevant medical information)
- 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)

This list is not exhaustive, to access the current list of categories of information we process please contact the school.

Why we collect and use this information

We use staff 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
- facilitate safe recruitment
- support effective performance management
- allow better financial modelling and planning

The lawful basis on which we use this information

We process this information under Data Protection Act 2018, and according to guidance published by the Information Commissioner's Office and the Department for Education. Under Article 6 of the GDPR, which came into effect on 25 May 2018, the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interest. For data collection purposes (Departmental Censuses) provisions of the Education Act 1996 will be followed. In addition, Under Article 9 of the GDPR, any special category data is processed with consent and to fulfil legitimate interests.

Collecting this information

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.

Storing this information

We hold staff data for throughout your period of employment and for 7 years after the cessation of your employment.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files.

Who we share workforce information with

We routinely share this information with:

- the Department for Education (DfE)
- The Griffin Schools Trust
- our local authority

Why we share school workforce information

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 Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current <https://www.gov.uk/government/publications/security-policy-framework>

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, 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 your Data Protection Officer.

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
- 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact the school.

Please note the Trust's Data Protection Officer is Anne Powell (CEO) and in each of our schools it is the Head.

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Privacy Notice (how we use pupil information)

The categories of pupil information that we collect, hold and share include:

- personal information (such as name, unique pupil number and address)
- characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- attendance information (such as sessions attended, number of absences and absence reasons)
- assessment information (such as information on pupil progress and attainment, as well as prior attainment)
- relevant medical information (such as allergies, asthma information etc)
- SEND information
- behavioural information

Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to track and report on pupil progress
- to provide appropriate pastoral care
- to review the quality of our services
- to comply with the law regarding data sharing
- to keep children safe and well within our care

The lawful basis on which we use this information

We collect and use pupil information under Section 537A of the Education Act 1996. Putting the school census on a statutory basis:

- means that schools do not need to obtain parental or pupil consent to the provision of information
- ensures schools are protected from any legal challenge that they are breaching a duty of confidence to pupils
- helps to ensure that returns are completed by schools

The Data Protection Act 2018 established certain safeguards regarding the use of personal data by organisations, including the department, local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, parents and teachers.

This includes:

- the right to know the types of data being held
- why it is being held
- to whom it may be communicated

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil data

We hold pupil data for the length of time that the child is on roll with us. Child Protection Data will be stored on file until the child's 25th birthday.

Who we share pupil information with

We routinely share pupil information with:

- schools that the pupil's attend after leaving us
- the local authority
- the Department for Education (DfE)
- school nurse service
- the Griffin Schools Trust
- Children's Services
- Exam Boards and Professional bodies

Why we share pupil information

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

We share pupils' data with the Department of Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Data collection requirements:

To find out more about the data collection requirement placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The Department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties and 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 store and handle the data

To be granted access to pupil information, organisations must comply with 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/guidance/data-protection-how-we-collect-and-share-research-data>

For more information about which organisations the Department has provided pupil information, (and for project), please visit: <https://www.gov.uk/government/publications/dfe-external-data-shares>

To contact the DfE: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under Data Protection legislation, parents and pupils have the right to request access to information about them that we hold.

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 purposes 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 request that raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's office at <https://ico.org.uk/concerns>

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