

## Privacy Notice

### Employees and others engaged to work at Magdalen College School

Magdalen College School are a Data Controller for the purposes of the Data Protection Act / General Data Protection Regulations 2018. This notice provides information to those employed to engage in work at the school, paid or voluntary including prospective, current and former staff, contractors and volunteers to explain how we use your personal information

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

- Personal information (such as name, employee number, teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Professional references
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Emergency contact information
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Pension arrangements
- Relevant medical information
- Conduct / performance information
- Criminal records checks including convictions where relevant
- Safeguarding information

### 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
- apply and inform the development of recruitment and retention policies
- enable individuals to be paid
- enable individuals to develop through a performance management process.
- enable individuals well – being to be supported
- enable compliance with regulation and legislation both employment and educational.
- Comply with the law on regarding data sharing
- Comply with the regulations regarding financial management of publicly funded bodies.

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

We process this information under the legal basis that it is necessary for compliance with a legal obligation and because it is in the Public Interest. Certain data is collected under the lawful basis of Consent. Consent will be sought in advance. Individuals have the right to withdraw consent at any time. Special Category data is also processed in order to carry out specific obligations under employment law and legal obligations.

### 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.

### Accuracy of Data

The majority of the data is supplied by the individual. It is the responsibility of staff, volunteers and contractors to ensure the data supplied, including addresses and emergency contacts remains accurate. If you wish to update your personal contact details or any other details please contact [dpo@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.uk).

## Storing this information

We hold school workforce data for 7 years post termination of contract in most cases. Please see appendix 1 for a list of retention of documentation dates.

## Who we share this information with

We routinely share this information with:

- Our local authority
- The Department for Education (DfE) and related departments
- HMRC
- Ofsted
- Financial Auditors and Accountants
- Payroll and Human Resources Providers
- Health Professionals
- Teachers' Pension and Local Government Pension Providers
- Cloud Service providers including performance management, finance and staff information management system providers.

## 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. Please see Appendix 2 for further information.

## 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@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.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. 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: [dpo@magdalen.northants.sch.uk](mailto:dpo@magdalen.northants.sch.uk)

## Appendix 1: Retention of Documents on Personnel Files

This schedule lists the principal documents held on an employee's file. The list is not, however, exhaustive and other documents relating to employment may be held. Personnel files will be held for the length of employment + 6 years at which time they will be securely destroyed. Documents relating to child protection or accidents at work may be held indefinitely and the employee will be advised of this.

Document	Period of retention
Original job application form – Unsuccessful applicant	6 months from date of application
Original job application form – successful applicant	Transfer to staff file
Anonymous Equality and Diversity Monitoring – all applicants	6 months from date of application
Two original references – unsuccessful applicant	6 months from date of application
Two original references – successful applicant	Transfer to staff file
Staff File – paper	Termination + 6 years
Staff File – Electronic	Termination + 6 years
Staff Details – Electronic - minimal data to confirm employment	Indefinitely
Copy of Contract of employment and any variation letters or side letters (e.g tenancy/licence document)	Transfer to staff file
Original contract acceptance	Transfer to staff file
Confirmation of pre-employment medical check clearance	Transfer to staff file
Confirmation of DBS outcome and any associated docs (e.g risk assessment)	Transfer to staff file
Barred list clearance	Transfer to staff file
Prohibition check	Transfer to staff file
Copies of documents used for identity authentication for DBS and Asylum and Immigration Act purposes	Transfer to staff file
Copies of qualifications certificates relevant to employment	Transfer to staff file
Formal disciplinary warnings – child protection related	Indefinitely
Formal disciplinary warnings – not child protection related	In accordance with the school's policy
Staff induction including NQTs Induction	Transfer to staff file
UK Border Agency Documentation (Work permit)	Transfer to staff file
Letter of resignation and acceptance of resignation or other documentation relating to the termination of employment.	Transfer to staff file
Exit interview notes	Transfer to staff file
Salary assessment forms - teachers	Transfer to staff file
Time sheets	Transfer to staff file
Appraisal information	Transfer to staff file
NQT – Satisfactory completion of skills tests.	Transfer to staff file
Medical certificates/ Occupational Health reports and sickness absence record	Transfer to staff file
Other special leave of absence including parental leave, maternity leave	Transfer to staff file
Staff Record – minimal data to confirm employment	Indefinitely
Records relating to accident/injury at work	Transfer to staff File. In the case of serious accidents a further retention period will need to be applied
Contact Details and DBS clearance numbers – volunteers / contractors	Project termination + 3 months

## Appendix 2: 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) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

### Her Majesty's Revenue & Customs (HMRC)

We are required to make payments on behalf of our workforce to HMRC as a statutory requirement.

### Ofsted

We are required to make available to Ofsted data relating to the single central record to ensure compliance with safeguarding regulations.

### Financial Auditors / Accountants

As a publicly funded institution we are required to ensure regular inspection of financial procedures and processes takes place in order to comply with the Academies Financial Framework. This process includes a review of workforce payroll payments in line with contracts of employment and deductions to HMRC and Pension.

### Payroll and Human Resources Providers

We purchase the support of a 3<sup>rd</sup> party supplier for payroll and human resources services to ensure that we comply with employment law and in order to pay the workforce.

### Health Professionals

In order to support staff well-being there may be a requirement to refer to a health professional. This is a requirement of the contract of employment although consent is generally sought.

### Teachers' Pensions and Local Government Pension Providers

This is to comply with the employees request to make payments to their chosen pension providers.

### Cloud Software Service Providers

Workforce data is used to manage staff resources appropriately and efficiently and enable budget monitoring to take place to ensure compliance with financial regulations.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools 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>