



## **Millfield School**

### **Privacy Notice - How we use school workforce information**

#### **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, next of kin, staff photograph)
- 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)
- Medical information from pre-employment checks and OH reports
- Qualifications (and, where relevant, subjects taught)
- Photographs for ID purposes and right to work in the UK documents
- Photographs for prospectus and other publications
- Lessons and remote learning information in School Senergy.

Information is held in Sims which is supported by Education Digital Services. The software is supported by Capita.

The school has CCTV across the school site and in the school Reception. The recordings are deleted after 14 days. (Please see separate CCTV Privacy notice).

#### **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
- Contact next of kin in the event of illness or accident
- Inform the development and delivery of recruitment and retention policies
- Inform the school absence insurance provider
- Enable individuals to be paid
- To submit Occupational Health Referrals as per HR Policies (with consent)
- Support the safeguarding policy and other statutory policy requirements
- Allow staff to make purchases using the cash free canteen system managed by Cunninghams
- Allow payments to be made on Parent Pay
- Allow staff to process paperwork and risk assessments for school trips (Evolve)
- Upload training, inset and data to Sims and other school record systems
- Run Senergy
- To allow the school to be covered via insurance for long term absences

- Promote the business of the school
- Use IRIS teaching software

## The lawful basis on which we process this information

Under the General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

### Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
  - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;

### Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
  - (j) Processing is necessary for archiving purposes in the **public interest**, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the school workforce census return, including a set of individual staff records.

## **Collecting this information**

We collect personal information via application forms and staff data sheets which are updated on an annual basis.

Workforce data is essential for the school's/local authority's operational use. 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 UK GDPR, 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**

As per the school's retention schedule, we hold school workforce data for 6 years after the date of termination of employment for support staff and until teaching staff are 85 years of age.

This does not include information relating to safeguarding cases and allegations.

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

We routinely share this information with:

- our local authority including OH provider, HR and Oracle Fusion (payroll provider)
- the Department for Education (DfE)
- School absence insurers
- Names are shared with Microsoft to generate email addresses.

## **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.

### **OH provider**

To support the staffing policies of the school and ensure pre-employment checks are carried out as per the requirements of KCSIE publications.

### **Payroll provider (LCC payroll and HR)**

To get paid

### **School absence insurers**

To reimburse the budget and to ensure curriculum delivery when teachers are absent.

### **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)**

The Department of 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 of Education (DfE) 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 the Department of Education (DfE) under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'How Government uses your data section.

## **How Government uses your data**

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **Sharing by the Department for Education (DfE)**

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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.

## **How to find out what personal information the Department for Education (DfE) hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

## **Requesting access to your personal data**

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact the Data Protection Officer, contact details below.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## **Further information**

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

Mrs D Mountford Data Protection Officer

Millfield Science and PA College, Belvedere Road, Thornton Cleveleys, Lancs, FY5 5DG

01253 865929

[dmountford@millfield.lancs.sch.uk](mailto:dmountford@millfield.lancs.sch.uk)

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

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