

Privacy Notice

This document describes how and why we collect, store, protect, process and share the data you give to us as part of the School Workforce Census. We collect personal data about the Council workforce in schools to help the Council to meet statutory obligations, pay staff and to enter into (and comply with) contracts of employment.

Date of Issue: 10 October 2018

Update History:

10 October 2018	First issue of a new Privacy Notice

Directorate: Resources
Service: Human Resources

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

Each year, the School Workforce Census requires us to collect the following data from schools:

- Full name
- National Insurance number
- characteristics such as ethnic group and gender
- employment contracts
- remuneration details
- qualifications
- information about absences

What will we use your data for?

We process personal data relating to those we employ to work at schools that are controlled by West Berkshire Council as the Local Education Authority.

The collection of this information will benefit both national and local users by:

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modeling and planning
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teachers' Review Body

The workforce data that we lawfully share with the Department for Education through periodic data collections:

- informs departmental 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

Who will see your data?

- West Berkshire Council
Schools are required to share information about workforce members with their local authority (LA) by law. This information comprises the basis of the census return to the DfE. Access to the data is strictly controlled and only extended to specific members of staff with the correct training and expertise.
- the Department for Education (DfE)
The School Workforce Census return is submitted and approved by West Berkshire Council to the Department for Education (DfE).

Why are we Doing This?

West Berkshire Council is processing the data it receives as part of the School Workforce Census according to the legal obligation placed on it by section 5 of the Education (Supply

of Information about the School Workforce (England) Regulations 2007 and amendments).

As such, there is no legal right to refuse processing as we are legitimately required to do this by UK law. You have certain rights when it comes to your data; there's more on these below (see "Your Rights").

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, and what they do with it, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Should you have further questions about the way that your data is used once it is submitted, contact them DfE at <https://www.gov.uk/contact-dfe>

How long will your data will be kept?

Your data will not be kept any longer than necessary. You can check how long the organisation will keep each type of data against West Berkshire Council's retention schedule (www.westberks.gov.uk/retention).

The data will only be held by West Berkshire Council for the duration of the transfer to the Department for Education; after this it is securely and permanently deleted.

How is your data stored and processed?

Your data will be held on COLLECT, the portal used for processing data collection returns and will be protected using up-to-date technical and organisational security measures.

Transfer overseas

Your data will not be stored or sent outside of the UK.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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