



Manchester Hospital School

Privacy Notice (How we use workforce information)

The categories of school information that we process

These include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- 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)
- medical information (such as fitness to work, those relating to absences and any information needed to keep you safe and well)
- criminal and conviction data (such as those that appear on Disclosure and Barring Service Checks)

This list is not exhaustive, to access the current list of categories of information we process please refer to the contact details at the bottom of this notice.

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) provide statutory returns (for example to the DfE, HMRC, TPS, LGPS)
- e) ensure staff are appropriately vetted for their suitability to work with children.
- f) inform our recruitment and retention policies
- g) allow better financial modelling and planning
- h) improve the management of workforce data across the sector

Manchester Hospital School

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- i) support the work of the School Teachers' Review Body
- j) enable equalities monitoring

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting workforce information

We collect personal information via multiple ways. Firstly, this is through job application forms and payroll starter packs. We can also then collect further data from you during the course of your employment with us, such as recording via Google Forms.

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 UK 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 workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please refer to the contact details at the bottom of this notice.



Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Manchester University NHS Foundation Trust (MFT) (for access to their training modules and to ensure staff can access NHS IT and NHS buildings)
- The Christie NHS Foundation (for setup and access to The Christie buildings and systems)
- third parties who we use to support the school such as:
 - One Education (HR, Educational Psychology)
 - Optima Health (Occupational Health)
 - School Wellbeing Service (initial registration details provided to enable login to confidential staff support services)
 - Health Assured (initial registration details provided to enable login to confidential staff support services)
- software used to manage the operation of the school:
 - Arbor
 - G-Suite for Education
 - Wonde
 - CPOMS
 - Access Budgeting
 - EntrySign Visitor Management System
 - Assembly Platform
 - Groupcall Xporter
 - Staff Absence Management
 - third party ICT staff (such as Fingertip Solutions Ltd)
 - examination boards (such as AQA, Pearson Edexcel, Eduqas WJEC)

Why we share school workforce information

We do not share information about our 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

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 pupils with the Department for Education (DfE) for the purpose of those data collections, under school-level annual school censuses (SLASC).

All data is transferred securely and held by 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.

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 admin@hospitalschool.manchester.sch.uk or write to us at Manchester Hospital School, Leo Kelly School, 77 Dickenson Road, Manchester M14 5AX, for the attention of the Data Protection Officer (DPO).

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 DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Blaine Emmett b.emmett@hospitalschool.manchester.sch.uk or 0161 509 2368, Assistant School Business Manager (Leo Kelly School, 77 Dickenson Road, Manchester M14 5AZ).

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **9th November 2021. This was approved by our Full Governing Body on 17th November 2021.**

Contact

If you would like to discuss anything in this privacy notice, please contact: Blaine Emmett b.emmett@hospitalschool.manchester.sch.uk or 0161 509 2368, Assistant School Business Manager (Leo Kelly School, 77 Dickenson Road, Manchester M14 5AZ).



How government uses your data

The workforce data that we lawfully share with the DfE through 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

Data collection requirements

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>.

Sharing by the department

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.



How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's 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: <https://www.gov.uk/contact-dfe>.

