



Privacy Notice

(How we use school workforce information)

Amwell View School and Specialist Sports College is the Data Controller for the use of personal data in this privacy notice.

The Headteacher acts as a representative for the school with regard to its data controller responsibilities. The Data Protection Officer (DPO) oversees and monitors the school's data protection procedures, delivers staff training and ensure that the school is compliant with the GDPR. The DPO can be contacted by email dpo@amwell.herts.sch.uk.

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)
- 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)
- qualifications (and, where relevant, subjects taught)
- Medical information
- Enhanced DBS
- Emergency contact details

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
- inform the development of recruitment and retention policies
- enable individuals to be paid
- ensure staff and pupils are safe

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

We collect and use data under Article 6 of the GDPR, such as:

- Where consent has been given.
- For purposes of enabling the development of a comprehensive picture of the workforce and how it is deployed, inform the development of recruitment and retention policies and enable individuals to be paid.
- Where there is a legal obligation to process the data, such as for workforce census returns to the DfE.

In addition, concerning any special category data:

- Conditions - we gather data on Health under Article 9.

Collecting workforce information

We collect personal information via the interview process to collect data to ensure staff contracts can be written and employment can be offered through the Local Authority. Volunteer data will be collected through the volunteer process and retained at the school in secure files only.

Workforce data is essential for the school's and 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 this 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 visit [Statutory School Policies \(amwell.herts.sch.uk\)](https://amwell.herts.sch.uk/Statutory-School-Policies)

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Staff Absence Insurance Company

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)

The Department for Education (DfE) collects personal data from education settings and local authorities via various statutory data collections. Amwell View School is required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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, contact the Data Protection Officer – Janet Warrington – dpo@amwell.herts.sch.uk

You also have the following rights:

- The right to be informed about the collection and use of your personal data – this is called ‘right to be informed’
- The right to ask us for copies of personal information we have about you – this is called ‘right of access request’
- The right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
- The right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- The ‘right to object to processing’ of your information, in certain circumstances.
- Rights in relation to automated decision making and profiling
- The right to withdraw consent at any time (where relevant).
- The right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- Right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- Right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- Right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t have the right to object, but you have the right to withdraw consent.

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 [raise a concern with ICO](#).

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.

Last updated

Version 4 – 16th August 2023

Version 5 – 23rd September 2024

Version 6 – 29th July 2025

To be reviewed August 2026

Contact

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

Data Protection Officer - Janet Warrington
Amwell View School and Specialist Sports College
Station Road, Stanstead Abbots, Herts. SG12 8EH
dpo@amwell.herts.sch.uk

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 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) will only share your personal data where it is lawful, secure and ethical to do so and 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 public benefit, proportionality, legal underpinning and strict information security standards:

For more information about the Department for Education's (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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

Under the terms of UK GDPR, 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>

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

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