

## **Privacy Notice (staff, volunteers, trustees and board members)**

This notice is to make clear how and why Great Oaks College collects personal information about you and what we do with this data. Great Oaks College is the data controller of the personal information you provide us. The college determines the purposes for which any personal data relating to staff is to be processed.

### **Why do we collect and use your information?**

We collect and use personal data in order to meet the legal requirements and legitimate interests set out in the General Data Protection Regulation (GDPR) and UK law, including those in relation to the following:

- Article 6(1)(e) - public task, data processing which is necessary to allow the college to function, and Article 9(2)(e) - data processed with the explicit consent of an individual
- The Education Act 1996

We also use the 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

The categories of college workforce information that we collect, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- 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)
- Qualifications (and, where relevant, subjects taught) and training information
- Relevant medical information

For trustees and board members, we use the data to:

- Enable the development of a comprehensive picture of governance and how it is deployed
- Enable appropriate checks to be completed
- Enable individuals to be kept informed of governance training and relevant information

### **Collecting college workforce information**

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection

Regulation, we will inform you whether you are required to provide certain college workforce information to us or if you have a choice in this.

### **Storing college workforce information**

In accordance with the GDPR, the college does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally intended.

Personal data relating to the college workforce is stored in line with the college's Data Protection Policy and Retention Schedule

### **Who do we share college workforce information with?**

We routinely share college workforce information with:

- our local authority, the London Borough of Hounslow
- the Department for Education (DfE)
- the college's Payroll Provider
- Education and Skills Funding Agency?
- Occupational Health

We routinely share college governance information with:

- our local authority, the London Borough of Hounslow
- the Department for Education (DfE)
- other trustees and board members

### **Why we share college workforce information**

We do not share information about our college workforce with anyone without consent unless the law and our policies require or allow us to do so.

We are required to share information about our workforce members with our local authority under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 college funding / expenditure and the assessment educational attainment.

All members of staff, volunteers, trustees and board members are required to have an enhanced criminal records disclosure from the Disclosure and Barring Service, including Barred List checks. Information may be shared to facilitate this.

### **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/topic/schools-colleges-childrens-services/data-collection-statistical-returns>

The department may share information about college employees with third parties who promote the education or well-being of young people or the effective deployment of college 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 college 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>

### **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, or be given access to your child's educational record, contact the college office ([office@greatoakscollege.com](mailto:office@greatoakscollege.com) ;020 3962 9009)

Our Data Protection Officer is The DPO Centre. If you have any questions about this policy, or concerns regarding how the college collects or processes data, please contact them. They can be contacted via email at [advice@dpocentre.com](mailto:advice@dpocentre.com), via telephone at **0203 797 6340**, or via physical mail at **50 Liverpool Street, London, EC2M 7PY**.

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, you should raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>