



**Saffron Valley Collegiate**  
Headteacher – Jenny Adamson

KS4 Central  
Moving On PRU  
279 High Street  
Croydon  
Surrey  
CR0 1QH  
Tel 020 8604 1414

**General Data Protection Regulations Privacy Notice**

for

***School Workforce: those employed to teach or otherwise engaged to work or volunteer at the school***

We, Saffron Valley Collegiate, are the Data Controller for the purposes of the General Data Protection Regulation.

**The Categories of School Workforce Information that we collect, process, hold and share**

The categories of information that we collect, process, hold and share about those employed or otherwise engaged to work at the school, include:

- Personal information (such as name, address, 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 the number of absences and reasons)
- Qualifications and where relevant subjects taught
- Relevant medical information, including Health Check clearance and Occupational Health referrals
- Disclosure and Barring Service information
- Performance Management and disciplinary information

Saffron Valley Collegiate also includes:



**KS3**  
45 Coombe Road  
Croydon  
CR0 1BQ  
020 8680 0949

**Cotelands**  
John Ruskin College Site  
Selsdon Park Road  
Croydon  
CR2 8JJ  
020 3252 2020

**KS4 North**  
17 Sylvan Road  
London  
SE19 2RU  
020 8771 5603

**KS4 South**  
279 High Street  
Croydon  
CR0 1QH  
020 8604 1414

**Springboard Service**  
170 Sanderstead Road  
Sanderstead  
CR2 0LY  
020 8686 0393



**Be Ready.Be Respectful.Be Safe**

## Why we Collect and Use this Information:

We use school workforce data to:

- Enable a comprehensive picture of the workforce and how it is deployed;
- Inform the development of recruitment and retention policies;
- Enable individuals to be paid
- Allow better financial modeling and planning;
- Enable ethnicity and disability monitoring.

## The Lawful Basis on which we process this information

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

## Collecting this information

Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, 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

Personal data relating to school workforce at Saffron Valley Collegiate is stored in line with the school's GDPR Protection Policy. In accordance with the GDPR, the school 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 collected.

## Who we share this information with

We routinely share this information with:

- Our Local Authority

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- The Department for Education (DfE)
- Occupational Health provider (Medigold)
- HR provider (Octavo)
- Payroll provider (Liberata)
- DBS provider (Babcock 4S)
- External companies who provide services such as text/e-mail messaging, etc.

### Why we share school workforce information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our policies allow us to.

### 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)

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 school funding / expenditure and the assessment educational attainment.

### Data Collection requirements

The DfE collects and processes personal data relating to those employed in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

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

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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.

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, contact the School Business Manager.

### What are your rights?

You 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;

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- 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office on 03031233333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

### Further Information

If you would like to discuss anything in this Privacy Notice, please contact in the first instance the School Business Manager.

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