

## Children's social workforce Privacy Notice

### The categories of information that we process include:

- personal information (Social Work England number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role, number of cases, where applicable leaving date and reason for leaving)
- work absence information (such as number of days missed due to sickness absence)
- qualification level

### 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) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics

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

- Article 6(1)(b) performance of a contract,
- Article 6(1)(e) public task,
- Article 6(1)(c) legal obligation

In addition, concerning any special category data:

- Article 9(2)(b) employment obligations,
- Article 9(2)(g) substantial public interest. Specific condition under schedule 1 part 2 of Data Protection Act 2018 is equality of opportunity or treatment,
- Article 9 (2)(h) provision of health or social care systems and services

## 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 visit [Record retention schedules | BETA - South Gloucestershire Council \(southglos.gov.uk\)](#)

## Who we share workforce information with

We routinely share this information with:

- the Department for Education (DfE)

## Why we share workforce information

### Department for Education (DfE)

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 workforce with the Department for Education (DfE) for the purpose of those data collections, under:

We are required to pass information about our child and family social work workforce employees to the Department for Education (DfE) through regulations under [Section 83 of the Children Act 1989](#).

All data is transferred securely and held by Department for Education (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 [DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk)

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/>

## 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 in **September 2023**.

## Contact

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

[DPO@southglos.gov.uk](mailto:DPO@southglos.gov.uk)

## How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care 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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

## Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about 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) 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:

- 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 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.

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