

Appendix 1b
Holy Rosary Catholic Primary School
PRIVACY NOTICE – STAFF

The categories of school workforce information that we collect, process, hold and share include

- personal information (such as name, address, email address, employee or teacher number, national insurance number)
- special categories of data (such as gender, age, ethnic group, marital status, religion, next of kin, trade union membership, membership of professional associations)
- contract information (such as start dates, hours worked, post, roles and salary information, employment history)
- work absence information (such as number of absences and reasons)
- medical details
- qualifications (and, where relevant, subjects taught)
- pre-employment checks (such as right to work in UK, information provided on job application forms)
- data connected to Disclosure and Barring including disqualification by association
- CCTV and photographic images

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
- support career development and succession planning
- enable individuals to be paid accurately taking account of their entitlements and deductions
- enable accurate records to be maintained relating to employer's pension schemes
- keep in contact with staff
- take appropriate action in the event of a critical incident
- staff welfare and support with disability
- complete statutory data collection returns to DfE
- improve financial modelling and planning
- enable ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- comply with guidance such as 'Working Together' and safeguarding obligations
- to protect our property and assets and to detect and prevent crime

If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

The lawful basis on which we process this information

The lawful basis for us to collect and process staff information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions, the Department for Education and the Education Skills and Funding Agency.

All Catholic Schools, Academies and Academy Trusts are governed under Canon Law and the Catholic Education Service has a lawful basis to collect, hold and process data for all Catholic schools, academies and academy trusts.

The Department for Education collects data annually as part of the national school workforce census.

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

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

We hold school workforce data in line with our Records Retention Policy and Schedule which is available on each academy website.

Who we share this information with

We routinely share this information with:

- our local authorities
- Nottingham Roman Catholic Diocesan Education Service
- The Catholic Education Service
- the Department for Education (DfE)
- our payroll providers
- our Human Resource Advisory and transactional services
- HMRC
- Our pensions administrators
- Law enforcement agencies

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)

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.

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

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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

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, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please refer to the school website and complete the form Subject Access Request.

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, we request that you raise your concern with us in the first instance. If you are not satisfied that your concern has been resolved then please refer to the School's Complaints Procedure which is available on the school website. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

John Walker: john@jawalker.co.uk