

St. Winefride's Catholic Primary School

Privacy Notice for School Workforce

Mission Statement

**Welcome to St Winefride's where we come together to
LEARN, LAUGH, LISTEN, LIVE and LOVE
in the presence of Jesus.**

**At our school, we believe that everyone is valued as a unique gift from God.
We work together to create an engaging learning environment,
where all children are challenged**

Under data protection law, individuals have the right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing' notices) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St. Winefride's Catholic Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is based within the Local Authority. Our school Data Protection Co-ordinator is the school Admin Officer, Gemma McCann (see 'Contact us' below).

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

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, store and share (when appropriate) about you includes, but is not restricted to:

Contact details:

- Date of Birth, marital status and gender,
- Next of kin and emergency contact number,
- 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, salary, annual leave, pensions and benefits information,
- Bank account details, Payroll records, National Insurance number and tax status information,
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Recruitment information, including copies of right to work documentation, references and other information included in a letter of application or as part of the application process,
- Work absence information (such as number of absences and reasons,)
- Qualifications and employment records, including work history, job titles, working hours, training record (and, where relevant, subjects taught),
- Performance Management (Appraisal) information,
- Outcomes of any disciplinary and/or grievance procedures,
- Relevant medical information,
- Absence data,
- Personal information (name, mobile/landline, relationship) of next of kin,
- Copy of driving licence, Passport
- Photographs,
- Data about your use of the school's information and communications system.

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- Race, ethnicity, religious beliefs, sexual orientation,
- Health, including any medical conditions and sickness records.

Why we collect and use this information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid,
- Inform the development of recruitment and retention policies,
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils,
- Support effective performance management/appraisal,
- Inform our recruitment and retention policies,
- Allow better financial modelling and planning,
- Enable ethnicity and disability monitoring,
- Improve the management of workforce data across the sector,
- Support the work of the School Teacher' Review Body.

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you,
- Comply with a legal obligation,
- Carry out a task in the public interest.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way,
- We need to protect your vital interests (or someone else's interests),

We process this information under vital interests: the processing is necessary to protect someone's life.

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 create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it after 6 years.

Who we share this information with

We routinely share this information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about Headteacher performance and staff dismissals,
- The Diocese of Shrewsbury,
- The Department for Education (DfE),
- Family and representatives,
- Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll,
- Health and welfare organisations,
- Police forces, courts and tribunals.

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 school employees with our local authority (LA) and the Department for Education (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, you have the right to request access to information about you that we hold.

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a 'subject access request', and if we do hold information about you, we will:

- Give you a description of it,
- Tell you why we are holding and processing it, and how long we will keep it for,
- Explain where we got it from, if not from you,
- Tell you who it has been, or will be, shared with,
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this,
- Give you a copy of the information in intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

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 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/>

Further information

To make a request for your personal information or if you would like to discuss anything in this privacy notice, contact:

Data Protection Officer/Co-ordinator
St. Winefride's Catholic Primary School
Mellock Lane,
Little Neston
Cheshire
CH64 9RW

Declaration

I, _____, declare that I understand:

- St Winefride's Catholic Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory requirements.
- How my data is used.
- St Winefride's Catholic Primary School may share my data with companies listed in this privacy notice.
- St Winefride's Catholic Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- St Winefride's Catholic Primary School will always ask for explicit consent where this is required, and I must provide this consent if I agree to the data being processed.
- My data is retained and destroyed in line with the school's Records Retention and Destruction Policy.
- My rights to the processing of my personal data.
- Where I can find out more information about the processing of my personal data.