**The Cathedral Catholic Primary school Third Parties Privacy Notice ( How we use third parties information)**

The categories of third parties’ information that we collect, process, hold and share include (but are not limited to):

* Personal
* 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)
* background checks( including DBS check results ad references from previous employers)
* evidence of right to work in the UK
* payment information
* Image
* Recordings of phone calls

**Why we collect and use this information**

We use third parties’ data to:

* To provide a safe and effective learning environment for pupils
* To support the effective performance management contracts
* To facilitate safe recruitment
* To enable organisations to be paid
* To allow better financial modelling and planning
* To enable ethnicity and disability monitoring
* To safeguard pupil and staff
* To create security logs and badges

**The lawful basis on which we process this information**

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The

condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

 (c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade

union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural

person, data concerning health or data concerning a natural person’s sex life or sexual orientation shall be prohibited.

1. Paragraph 1 shall not apply if one of the following applies:

 (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or

 statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the

 aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard

the fundamental rights and the interests of the data subject.

Education Act 2005 sections 113 and 114 - is a statutory requirement on schools and local authorities for the submission of the

 school workforce census return, including a set of individual staff records.

**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.

Voluntarily provided data

Third parties’ are asked to voluntarily provide information including:

* Information about your medical and dietary needs
* Information about your next of kin
* Information about your family and ethnic background
* Information about your family background, for the purpose of providing additional support
* Your name and images for use in school promotion
* Your vehicle details

## Storing this information

We hold school workforce data for the length of time recommended by the Lancashire County Council, as detailed in the

Retention Policy.

# Who we share this information with

We routinely share this information with:

* Potential employers who request a recruitment reference
* Police
* Third party data processors systems that manage data on our behalf (such as SIMS.net who provide our data

management system.)

Inventry who provide our signing in system, Lancashire County Council’s accounts payable team.

**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.

**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 **Mrs Philips.**

You also have the right to:

* Have inaccuracies corrected
* Have information erased
* Prevent direct marketing
* Prevent automated decision-making and profiling
* Data portability

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**

If you would like to discuss anything in this privacy notice, please contact: Mrs Holt and Mrs Philips