**Privacy Notice (How we use workforce information)**

The Sacred Heart School and Nursery (Sacred Heart School) is a school within the Arundel & Brighton Diocesan Trust, Registered Charity Number 252878.

The school takes its responsibilities as a data controller seriously and is committed to using the personal data we hold in accordance with the law.

The school collects and processes personal data about prospective, current and past employees in order to fulfil its recruitment and employment duties.

**The categories of data that we collect and process include:**

* names, addresses, telephone numbers, email addresses and other contact details; NI and teacher number, bank account details
* characteristics (such as ethnicity, religion and gender)
* contract information (such as start date, hours worked, post, salary and pension information)
* Payroll information
* Relevant medical information
* Safeguarding and Safer Recruitment information including DBS number and Disqualification by Association
* Work absence information (such as number of absences and reasons)
* Qualifications

As a school we need to process **special category personal data** (e.g. concerning health, ethnicity, religion). We do so in accordance with the law (GDPR Article 9) or by explicit consent.

**Why we collect and use workforce information**

The personal data we collect is essential, in order for the school to fulfil its functions and meet legal requirements. We collect and use workforce data for the following purposes:

* to develop balance within the workforce
* to inform the development of recruitment and retention policies
* to enable individuals to be paid
* to provide appropriate pastoral care
* for health and safety reasons (food allergies, medical details)
* to meet the statutory duties placed upon us for the preparation of information for the Independent Schools Inspectorate, DfE data collections and other Census requirements (CES, ISC)
* for operational management: payroll, pensions administration
* for provision of references
* for keeping in touch

Under the General Data Protection Regulation (GDPR) Article 9, the lawful bases that the school relies on for processing workforce information are related to

* Legitimate Interest
* Public Task
* Vital Interest (keeping you safe with regard to medical conditions and allergies)
* Legal Obligation (for Census information)

**How we collect information**

We collect personal data via application forms and appointment forms and any other information you choose to share with us. We collect data from third parties, (for example: references and DBS checks).

**How long we keep personal data**

We hold data securely for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted Record Retention Guidelines for this purpose.

**Who we share information with**

In the course of school business, we share personal data (including special category personal data where appropriate) in the following ways

* Relevant bodies for Census information: the DfE, CES and ISC
* HMRC, TPS and Diocesan Pension schemes
* Provision of references
* Other agencies on a strictly need to know basis

Some of our systems are provided by third parties ie hosted databases, school website, portal. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

We do not share information without consent unless the law and our policies allow us to do so. We never sell personal data to other organisations.

**Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information, contact [bursar@sacredheartwadhurst.org.uk](mailto:bursar@sacredheartwadhurst.org.uk)or on 01892 783414

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
* seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

* The Data Lead, Sacred Heart School, Mayfield Lane, Wadhurst TN5 6DQ