

St Mary's Catholic Primary School



**Privacy Notice
School Workforce
(Staff, Long-Term Volunteers and Supply
Teachers)**

St Marys Catholic Primary School

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Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you as members of staff, long-term volunteers and supply teachers at our school, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, St Mary's Catholic Primary School, are the Data Controller for the purposes of data protection law.

As a public body, we have appointed Grow Partners Ltd as its Data Protection Officer (DPO). The responsible contact is David Coy, david.coy@london.anglican.org, 07903506531.

What information we collect and hold

The categories of school workforce information that we collect, process, hold and share include, but are not limited to:

- Personal Information (such as name, date of birth, national insurance number, next of kin, dependents, marital status)
- Contact details (such as telephone number, email address, postal address, for you and your emergency contacts)
- Protected characteristics (such as trade union membership, nationality, language, ethnic origin, sexual orientation, religion or belief, where this has been provided)
- Relevant medical information (such as physical or mental health conditions, including for any disabilities for which the organisation needs to make any reasonable adjustments to fulfil its duty of care)
- Information about your remuneration (such as salary, annual leave, pension, bank details, payroll records, tax status and benefits information)
- Information from pre-employment background checks (such as criminal record, online search)
- Recruitment information, (such as copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Qualifications and employment records (such as work history, job titles, working hours, training records and professional memberships)
- Assessments of your performance (such as appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence)
- Outcomes of any disciplinary and/or grievance procedures, including any warnings issued to you and related correspondence
- Details of periods of absence (such as holiday, sickness, family leave, sabbatical, including the reasons for the leave)
- Photographs & Video (for internal safeguarding & security purposes, school newsletters, media, and promotional purposes)
- Closed-circuit television (CCTV) footage
- Data about your use of the school's information and communications system.

We may also hold personal data about you from third parties, such as information supplied by the appointing body and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

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Why we collect and use this information

We process personal data relating to those we employ to work at, or otherwise engage to work at St Mary's Catholic Primary School. This is for employment purposes to assist in the running of the School and/or to enable individuals to be paid. We also use this data to help us recruit Governors and to help us run the school efficiently. We use school workforce data for a number of purposes, including but not limited to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- comply with our statutory safeguarding obligations and ensure the safeguarding of pupils and staff
- inform the development of recruitment and retention policies
- enable individuals to be paid
- support effective governance and management of the school
- comply with our statutory obligations
- statutory reporting to the Department for Education
- assess the quality of our services
- enable equalities monitoring and reporting
- supporting the work of the School Teachers' Review Body
- facilitate remote learning and video conferencing
- comply with the law regarding data sharing.

The lawful basis on which we process this information

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

- fulfil a contract we have 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 The Education Act 1996 and Article 6, Article 9 of the new General Data Protection Regulations (GDPR) laws, provide some of the underpinning purposes for data collection.

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. Where we have obtained consent to use school workforce and governor personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Storing this information

We hold school workforce data for the duration of your employment with us and for 6 years after the end of your employment. For long-term volunteers and supply teachers, we will hold your data for up to 2 years after the end of your role with us. Further details can be found in our Data Retention policy, a copy of which can be obtained from the school (info@st-marys.rbkc.sch.uk).

Why we share school workforce information

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We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our school employees, regular volunteers and long-term supplies 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. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Who we share this information with

We routinely share personal information with appropriate third parties, including:

- The local authority
- The Department for Education (DfE) to meet our legal obligations to share certain information with it
- Regulators (e.g. Ofsted, Catholic Diocese of Westminster)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, e.g. payroll/pensions
- Pension providers
- LA auditors to ensure compliance with our legal obligations
- Health and Welfare organisations
- Employment and recruitment agencies
- HMRC for PAYE purposes
- Professional advisers and consultants – for us to develop our services to best provide our public service
- DBS via the local authority
- Security software organisations such as InVentry
- Management Information Systems such as SIMS/3BM
- Virtual education platforms such as Google Classroom/Gsuite, LGFL
- Communications companies to allow us to communicate effectively with you (e.g. Groupcall)
- Police forces, courts, tribunals.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools and those governing schools (including Single and 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. All schools are also required to ensure they keep their governors details up to date under s.538 of the Education Act 1996, and the Academies Financial Handbook.

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>.

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

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Under data protection legislation, you have the right to request access to information about you that the school holds through a Subject Access Request.

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 or your child
- 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 an intelligible form.

Individuals also have the right for their 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.

St Mary's Catholic Primary School reserves the right to verify the requesters identification by asking for Photo ID, if this proves insufficient then further ID may be required.

Any requests should be directed to the Assistant Headteacher or Headteacher (info@st-marys.rbkc.sch.uk; telephone: 02089690321).

Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact the Assistant Headteacher or Headteacher (info@st-marys.rbkc.sch.uk; telephone: 02089690321) and advise us without undue delay.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the Assistant Headteacher or Headteacher (info@st-marys.rbkc.sch.uk; telephone: 02089690321).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either our School Data Protection Lead, The Assistant Headteacher at St. Mary's Catholic Primary School or our independent Data Protection Officer, David Coy (contactable on david.coy@london.anglican.org, 020 3837 5145).