



## 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
- 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 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 the school 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, and the Department for Education.

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 our website.

## **Who we share this information with**

We routinely share this information with:

- our local authority – Derby City Council
- 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 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, employees 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 personal data, please refer to the schools website and complete the form Subject Access Request.

You also have the right to:

- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how St Joseph's Catholic Primary School processes their personal data.