



St Mary's Catholic Primary School **Privacy Notice for Staff, Governors and Volunteers (January 2022)**

School Privacy Notice for Staff, Governors and Volunteers

Introduction

This Privacy Notice describes how the school gathers and processes the personal data of staff, Governors and volunteers at the school. The school is a 'data controller' and must comply with the Data Protection regulations.

The processing of personal information by the school is predominantly for employment purposes and the effective support of Governors and volunteers. The processing assists in the running of the school and contributes to local and national planning.

What information is processed

The categories of workforce information gathered and processed include:

- personal information (name, contact details, employee reference, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group, union membership
- contract information (job title, responsibilities and salary information)
- payroll information (tax code, timesheets, expenses, pension, sick pay, memberships)
- absence from work (number of absences and reasons)
- qualifications and recruitment information (subject qualifications, references, employment checks, interview records and references)
- medical information (GP information, health data, disabilities, allergies, workplace assessments, accident records)
- DBS registrations information
- performance management data, appraisals, disciplinary, grievance and training data
- next of kin name & contact details
- photographs, CCTV, video and audio recordings

What is the information used for

The data is used to:

- keep staff, Governors and volunteers safe
- enable staff to be paid and contractual obligations fulfilled
- support staff health and medical emergencies and record absence
- maintain the quality of workforce data in the sector
- enable effective performance management and training needs
- support the development of recruitment and retention policies
- enable accurate financial modelling and planning
- fulfil statutory obligations under legislation (the Equality Act 2010, Keeping Children Safe in Education (KCSIE), Safeguarding Vulnerable Groups Act 2006, Health and Safety at Work Act 1974, Equality Act (Gender Pay Gap Information) Regulations 2017, Education (Health Standards) (England) Regulations 2003, Immigration, Asylum and Nationality Act 2006, Immigration Act 1971, Education and Skills Act 2008)

What is the legal basis for the processing

The school processes workforce data under the following legal basis:

Contract - to meet the contractual obligations with its workforce during the recruitment process and following employment.

Legal Obligation – to record, process and share data regarding its workforce to comply with employment law.

Public Interest – where processing is required in the performance of a task in the public interest.

Consent – where another legal basis is not already present, consent will be requested before processing personal data. Consent may be withdrawn at any time.

How long is data held

Workforce data is held in accordance with the school's Retention Schedule. This is normally seven years from the date of leaving employment with the school, but in some instances (such as Asbestos exposure) this may be longer when a legal basis is present.

Who is the information shared with

Workforce data is shared with:

- The local Authority to support the management of workforce data across the County (section 5 of the Education - Supply of Information about the School Workforce - (England) Regulations 2007 and amendments)
- The Department for Education (DfE) and regulatory bodies such as Ofsted
- Payroll and personnel service providers
- Training, catering, occupational health providers
- Professional bodies, trade unions and associations

We are required to share information about our workforce with the 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 of educational attainment.

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.

Keeping your personal information safe

The school has appropriate security measures in place to prevent personal information being accidentally lost, or accessed in an unauthorised way. The school limits access, via tiered levels of security access, to personal information to those individuals with a genuine need to process it. Those processing personal data will do so only in accordance with school policies and procedures, and subject to a duty of confidentiality.

The school has procedures in place to deal with any suspected data security breach. The school will work with its Data Protection Officer and any applicable regulator (such as the Information Commissioners' Office), in the event of a suspected data security breach.

How can I access my data

Data protection legislation gives individuals 8 specific rights, which include the right to access their data. The school has a Subject Access Request process in place that it will use to support staff to access their information. To make a request for your personal information, please contact the school office.

The other rights allow staff (in some instances) to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- have inaccurate personal data rectified, restricted or erased
- claim compensation for damages caused by a breach of the Data Protection regulations

If a member of staff has a concern about the collection or processing of their personal data they should contact the school office in the first instance.

Data Protection Officer

The school's Data Protection Officer is Roger Simmons
rsimmonsltd@gmail.com 07704 838512

Further information is available in the School Data Protection Policy

Reviewed: *January 2022*

To be reviewed again: *January 2023*

St Mary's Catholic Primary School
Chapel Green
Crowborough
TN6 2LB