



We See Jesus In Everything We Do

GDPR Privacy Notice for Workforce (How we use school workforce information)

GDPR Privacy Notice for staff (How we use school workforce information) This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at the school.

Name of data controller: St Edwards Catholic First School

Data Protection Officer (DPO): Satswana Ltd

Email address: admin@satswana.com

The categories of school staff information that we collect, process, hold and share with HR include:

- personal information (such as name, employee or teacher number, national insurance number, date of birth)
- personal contact information (such as address, contact numbers, next of kin and emergency contact details)
- special categories of data including characteristics information such as gender, age, ethnic group, relevant medical information, religious beliefs
- contract information (such as start dates, hours worked, post, roles and salary information)
- payroll information (such as bank account details, payroll records, tax status information, salary, annual leave, pension and benefits information)
- work absence information (such as number of absences and reasons)
- qualifications and employment records (such as work history, job titles, working hours, training records, professional memberships, performance information and, where relevant, subjects taught)
- recruitment information (such as copies of right to work documentation, references, copy of passport and or driving licences)
- outcomes of any disciplinary and/or grievance procedures
- visual information (such as school photo IDs, photographs, CCTV footage, and proof of identifications in the form of passport and/or driving license.
- online searches on social media for shortlisted candidates to identify any incidents or issues that are in the public domain.

We may also collect, store and use information about you that fall into “special categories” or more sensitive personal data. This includes information about (Where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

- Trade union membership
- DBS Information
- Health, including any medical conditions, and sickness records

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
- Enable individuals to be paid
- Facilitate safe recruitment as part of our safeguarding obligations towards children
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support effective performance management

The lawful basis on which we process this information

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

- Fulfil a contract we have entered into 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 have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

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 you have provided us with consent to use your data, you may withdraw this consent at any time. We will make it clear when requesting consent, and explain how you go about withdrawing consent if you wish to do so.

Storing this information

Personal data is stored in line with our data protection policy. We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purpose directly relevant to your employment.

Once your employment has ended, we will retain the file and delete the information in accordance with our record management and retention policy.

Data Sharing

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Central and local governments
- The Department for Education (DfE)
- The Diocese of Portsmouth
- Educators and examining bodies
- Our regulator, Ofsted
- Financial organisations
- Our auditors
- Health authorities
- Health and social welfare organisations
- Trade unions and associations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Suppliers and services providers – to enable them to provide the service we have contracted them for, such as HR /payroll.
- Survey and research organisations
- Security organisations
- Professional bodies
- Charities and voluntary organisations

- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area. We will do so in accordance with data protection law.

Data collection requirements

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them. 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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

To exercise any of these rights, please contact our Data Protection Officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance.

To make a complaint, please contact our Data Protection Office:

DPO: Satswana Ltd – email: admin@satswana.com

Alternatively, you can contact:

Information Commissioner's Office on 03031233333

Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

This notice is based on the Department for Education's model privacy notice for school workforce, amended for staff to reflect the way we use data in this school.