



St Mary's Catholic Primary School

'Love God, Love Others, Love Ourselves'

Privacy notice for School staff

Privacy notice – how the school uses staff information

- The categories of information that we collect, hold and share include but are not limited to:
- Personal information (such as name, address).
- Contact details and preference (contact telephone numbers, email addresses, addresses)
- The terms and conditions of your employment if a paid staff, including information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- Information about your qualifications
- Your payroll information
- Information about your next of kin, dependants and emergency contacts;
- Information about your criminal record;
- Details of your schedule (days of staffing and hours) and attendance;

- Details of your induction and training records;
- Information about your staffing role and staff agreement
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).

This list is not exhaustive – to access the current list of categories of information the school processes, please see the school's Data Asset Register, which can be found on Google Drive.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- Fulfil our legal obligations towards safeguarding pupils
- Ensure staff can be paid
- Support your ongoing staffing relationship with us;
- Complete the staff recruitment process;
- Carry out research and surveys about our services;
- Send you information about your staffing with us,
- Maintain accurate and up-to-date records and contact details (including details of who to contact in the event of an emergency);
- Ensure effective general business administration;
- Provide references on request for current or former staffs;
- Respond to and defend against legal claims. Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

The lawful basis on which we use this information

Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

(a) Data subject gives consent for one or more specific purposes.

(b) Processing is necessary to comply with the legal obligations of the controller.

(c) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

(d) Processing is necessary for your legitimate interests or the legitimate interests of a third party.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfil the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)

A full breakdown of the information we collect on staff can be found herein the record of data processing which can be requested from Judicium, who provide our GDPR and data protection services.

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

Collecting Staff 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 the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this.

Storing your data

We create and maintain a file for each staff. The information contained in this file is kept secure and is only used for purposes directly relevant to your placement with us. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy. Which can be requested from Judicium.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who we share information with

We routinely share information with appropriate third parties, including but not limited to:

- Suppliers and service providers – to enable them to provide the service we have contracted them for (for example, your name and email may be provided to The National College, who provide us with training services.)
- The DfE
- The local authority where applicable

- Central and local government
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals if required
- Future employers who request reference information

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.

Why we share your information

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

Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, you have the right to request access to information about them that we hold, 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
 - ☐ 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.

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. If you would like to make a request, please contact the school office.

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

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 Ms. Egan, the school's Headteacher, immediately.

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.

Declaration

I, _____, declare that I understand:

- The categories of my personal information the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school will not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the school's GDPR policies.
- My rights to the processing of my personal information.

Name of staff:

Signature of staff:

Date:

For school use only

Date privacy notice last updated:
