



*"We learn together, we play together, we pray together,
we grow together in the love of God"*

Privacy Notice for The School Workforce at St Theresa's Catholic Primary School

The Governing Body of St Theresa's Catholic Primary School is the data controller of the personal information you provide to use. This means the school determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

ICT Inspire is the data protection officer (DPO). Their role is to oversee and monitor the school's data processing practice. The data protection officer can be contacted on 020 8111 1212 gdpr@inspireict.co.uk

Where necessary, third-parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third-party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

St Theresa's Catholic Primary School holds the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Article 6 and Article 9 of the GDPR

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

Employment checks:

- Failure to provide the school with ample proof of a right to work in the UK will prevent employment at St Theresa's Catholic Primary School.
- Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed.
- To inform the development of recruitment and retention policies.
- To enable individuals to be paid.

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Personal Information (such as name, address, employee or teacher number, national insurance number).
- Identity Documents.



- Special categories (such as gender, age, ethnic group).
- Employment contract information (such as start dates, hours worked, post, role, salary information).
- Payroll Information (such as National Insurance Number, bank details).
- Qualifications.
- Absence information.
- Relevant Medical Information.

The collection of personal information will benefit both the Department for Education (DfE), and Local Authority (LA) by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

Will your personal data be sought from third-parties?

Staff members' personal data is only sought from the data subject. No third-parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Referees.
- GP/Hospital.
- Occupational Health (where appropriate).
- Disclosure and Barring Service.

How is your information shared?

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 (LA)

We are required to share information about our workforce members with our 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 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 also required to share information about our school employees with the Diocese of Westminster.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and LA's 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 DfE, including the data that we share with them, go to <https://www.gov.uk/education/datacollection-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>

How long is your data retained for?

Please see the school's Data Retention Policy which can be found on the school website.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, 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.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit the school website where you can download the school Data Protection Policy or the Gov.UK website.