



# ST JAMES'

CATHOLIC HIGH SCHOOL

## Privacy Notice – Workforce

Policy Owner	School Business Manager
Responsible Committee	Policy & Practice Committee
Date of Adoption	June 2019
Date of Review	June 2020

**St James' Mission Statement:**

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***



## How we use workforce information

We collect your information to;

- Enable individuals to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Safeguard individuals
- Manage performance
- Produce staff ID passes
- Produce the single central record

The categories of school information that we process include:

- Personal information such as;
  - Name, data of birth, address, employee and teacher number, national insurance number, contract information, hours worked, post, role, salary, qualifications, subjects taught, when and where, photograph, pension details, bank details, HMRC declarations, employee benefits, performance management, absence data
- Special categories of information such as;
  - Ethnicity, nationality, health data, occupational health referrals, DBS details, correspondence relating to sickness absence

## **Why we collect and use workforce information**

Under the General Data Protection Regulation (GDPR), the legal basis for processing personal information for general purposes are:



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**Necessary for the performance of a contract** – Name, data of birth, address, National Insurance number, HMRC declarations, subjects taught, references, photograph, bank details, employee benefits performance management, absence data and correspondence relating to sickness absence

**Necessary to comply with our legal obligation** - Teacher number National Insurance number, HMRC declarations, references employee benefits DBS details, health data, pension details, marital status

**Consent** - The consent of employees may be relied upon to process some forms of data.

We will request consent in the following circumstances:

- Occupational health referral
- Ethnicity/Nationality data request
- Health data

## **Collecting workforce information**

We collect personal information from the individual staff members/Governors, Local Authority, HR services, previous employers, and DBS department.

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule, in this circumstance the information will be held for the duration of the employment and for six years after the employment termination date.

For more information on our data retention schedule and how we keep your data safe, please see the retention schedule.

The school arrangements for the storage and destruction of paper documents are currently under review to more closely adhere to the retention schedule above.

The school's procedures for the retention and removal of digital records are due to be reviewed following the forthcoming updates to the Management Information System.



## Who we share workforce information with

We routinely share this information with:

- our local authority (Stockport Metropolitan Borough Council - SMBC)
- the Department for Education (DfE)
- the Diocese of Shrewsbury

## Why we share school workforce information

We do not share information about our 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 (SMBC) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Council commit to only using the data for the purposes which correspond with their statutory duties and will not pass this information onto any third parties without specific agreement.

Data will be transferred electronically by an agreed appropriate secure data transfer mechanism, complying with data security under the General Data Protection Regulation, such as encrypted files via the internet, SIMS or the DfE COLLECT system, where appropriate. Information is primarily shared with the Local Authority via secure email, uploaded onto Office Online or via Royal Mail.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department for Education (DfE) for the purpose of those data collections.

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy



### **Data collection requirements**

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>.

### **Sharing by the Department**

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.

To contact the department: <https://www.gov.uk/contact-dfe>

### **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 please contact the Leadership Secretary to make a request or alternatively you can view our Data Subject Rights Policy on the school website.

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 request 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/>



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#### Contact

If you would like to discuss anything in this privacy notice, please contact:

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[j.doherty@stjamesheadle.co.uk](mailto:j.doherty@stjamesheadle.co.uk) Extension 217