



## School Workforce Privacy Notice (How we use workforce information)

This Privacy Notice for school workforce explains how and why we store personal information about those employed at St Joseph's Catholic School and Pre-School or otherwise engaged to work at the school. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with General Data Protection Regulation (GDPR).

### The categories of school information that we process include:

Personal Information	Name, Date of Birth, Gender, Address, email address, telephone number National Insurance number Employee or teacher number Medical conditions
Characteristics	Ethnicity, language, nationality, country of birth
Attendance Information	Sessions attended, number of absences, reasons for absence
Employment/Recruitment Information	References Self-Disclosure forms DBS checks Verification of the right to work in the UK Start dates Hours worked Post / roles Salary information P45 forms Pensions information
Other	Appraisal / Performance Management notes and reports Qualifications DBS evidence Disciplinary information Grievances

### Why we collect and use workforce information

We use workforce data to:

- Enable the deployment 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
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce

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

(6a) Consent: employees and others who work in the school have given clear



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consent for us to process their personal data for the purposes indicated above.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. we are required to have evidence that staff have DBS clearance)

The lawful bases for processing personal data are set out in Article 6 of the General Data Protection Regulation.

In addition, concerning any special category data:

- **St Joseph's Catholic Primary School** will work within the conditions of [GDPR - Article 9](#) of the GDPR. For example (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## Collecting workforce information

We collect personal information when it is necessary to do so and in line with school, Diocese and Local Authority procedures.

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

<https://www.stjosephsworcester.co.uk/> GDPR tab

## Who we share workforce information with

We routinely share aspects of workforce information with:

- Our local authority
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract.

## 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.



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## Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 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, under:

We are required to share information about our school employees with the (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](#).

For more information, please see 'How Government uses your data' section.

## Suppliers and Service Providers

We are required to share certain information about our school workforce with suppliers and service providers (e.g. pensions information) to enable staff to undertake the legal responsibilities of their role.

## 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

### **Mrs Kim Hunt**

In her role as Office Manager, Mrs Kim Hunt acts as a representative for the school with regard to its data controller responsibilities. She can be contacted at the school office, by:

Telephone – 01905 452772

Email – [office@st-josephs-pri.worcs.sch.uk](mailto:office@st-josephs-pri.worcs.sch.uk)

### **OR**

### **Richard Morley**

Richard Morey is the Data Protection Officer. This role is to oversee and monitor the school's data protection procedures, and to ensure school remains compliant with the requirements of the GDPR. The Data Protection Officer can be contacted via email at [morley@schoolpro.uk](mailto:morley@schoolpro.uk); or [GDPR@SchoolPro.uk](mailto:GDPR@SchoolPro.uk)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing,



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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
- a right to seek redress, either through the ICO, or through the courts

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/>

## Contact

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

**Mrs Kim Hunt (Office Manager)**

Telephone – 01905 452772

Email – [office@st-josephs-pri.worcs.sch.uk](mailto:office@st-josephs-pri.worcs.sch.uk)

**OR**

**Richard Morley (Data Protection Officer)**

[rmorley@schoolpro.uk](mailto:rmorley@schoolpro.uk); or [GDPR@SchoolPro.uk](mailto:GDPR@SchoolPro.uk)

**While the GDPR and Data Protection Act 2018 are still new as a school, we will review this Workforce Privacy Notice annually with the data protection policy, and then extend this to every 2 years once we are fully confident with our procedures and arrangements.**

**July 2018 to be reviewed with Data Protection Policy by Full Governing Body  
October 2018**



## 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>