



**St. Paulinus Catholic Primary Academy**

*Part of the Blessed Peter Snow Catholic Academy*

Inspiring all to live, learn and love in the light of Jesus.

(cf John 8:12)



# Workforce Privacy Notice 2022/2023

**Responsible Governor Committee: Health and Safety**

## Version control

Version number	Date	Revisions made	By who?	Approval date
V01	23/01/2023	Annual Update	NLohn	



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## Privacy Notice

(How we use school workforce information)

for

**The school workforce: Those employed to teach, or otherwise engaged to work at**

**St Paulinus Catholic Primary Academy**

### Privacy Notice (How we use school workforce information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St Paulinus Catholic Primary Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Danielle Eadie - RADCAT (see 'Contact us' below).

### The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group union membership
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information that is 'need to know' such as epilepsy or allergy details
- addresses, and other payroll information
- CCTV footage
- Data about your use of the schools software

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

The school workforce: Those employed to teach, or otherwise engaged to work at St Paulinus Catholic Primary Academy.

We hold and process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- 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
- improving the management of workforce data across the sector
- enabling 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
- Manage work absence and other performance management and conduct or disciplinary related activities in accordance with the school's policies and procedures

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

## ***The lawful basis on which we process this information***

We process this data under and most commonly for:

- Article 6 (1)(b) of the General Data Protection Regulation (GDPR) as processing is necessary for a contract we have with you, or because we have asked you to take specific steps before entering into a contract
- Article 6(1)(c) of the GDPR as processing is necessary for us to comply with the law
- Article 6(1)(e) of the GDPR as processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful
- Article 9(2)(b) of the GDPR as processing is necessary for the purposes of carrying out our obligations in relation to employment law
- Article 9(2)(h) of the GDPR as processing is necessary, where applicable, for the purposes of preventative or occupational medicine to assess the working capacity of the employee or to obtain a medical diagnosis.

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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)

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 most of the 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.

## **Storing this information**

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 purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Record Retention Policy.

Please refer to the Record Retention and Disposal Policy which forms the base for St. Paulinus Catholic Primary Academy's record retention schedule or alternatively a copy is available from the data protection officer.

We hold school workforce data for six (6) calendar years after your employment ceases or six (6) financial years where required by law.

## **Who we share this information with**

We routinely share this information with:

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

- Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about the Headteacher's performance and staff dismissals
- The Department for Education

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- Your family or representatives
- Educators and examining bodies
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them – a list of the services used can be located via the data protection officer.
- The Schools HR Co-operative
- Governors
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies and future employees

## Why we share school workforce information

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** 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 (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

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## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities 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 Department for Education including the data that we share with them, go to;

<https://www.gov.uk/education/data-collection-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>

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## 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 Danielle Eadie (RADCAT) Data Protection Officer.

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/>

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## Further information

### Contact us

If you would like to discuss anything in this privacy notice, have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Danielle Eadie (RADCAT) Email: [office@stpaulinus.org](mailto:office@stpaulinus.org) (please mark subject as FAO DPO)
- Call: 01924 488 282
- Write to: DPO, St. Paulinus Catholic Primary Academy, Temple Road, Dewsbury, West Yorkshire, WF13 3QE

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