



# **St Mary's Catholic School**

## **Privacy Notice – Staff Version**

We process personal data relating to those we employ to work at, or otherwise engage to work at, our Trust. This is for employment purposes to assist in the running of the Trust and to enable individuals to be paid. The collection of this information will benefit both national and local users. For the purpose of this Privacy Notice, the term 'staff' will also apply to Trustees, Members and governors.

### **The categories of this 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, racial or ethnic group;
- 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);
- contact information (such as telephone numbers of contacts that an employee would want the Trust to contact in an emergency);
- address information (such as the known contact address to direct correspondence to);
- payroll information (such as bank account numbers for payment transfers).

For details of what we collect, hold and share, please visit the Information Commissioner's Office (ICO) Data Protection Register on <https://ico.org.uk/esdwebpages/search> and enter ZA017675.

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

We use school workforce data to:

- 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;
- to contact you directly when you are not on the premises;
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.

Note: Schools and local authorities have a (legal) duty under the DPA and the GDPR to ensure that any personal data they process is handled and stored securely.

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

We also comply with Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR). This enables the Trust to process information such as Departmental

Censuses under the Education Act 1996 and other such data processes that relate to education provision or payment of the individual.

*Article 6 (GDPR) condition: Processing is necessary for compliance with a legal obligation to which the data controller is subject.*

*Article 9 (GDPR) condition: For substantial public interest on legal basis.*

## Collecting this 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 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 keep information about staff on secure computer systems and also occasionally in written records. We hold staff data securely and in line with our Data Retention Guidelines, after which they are safely destroyed. Full details of data retention lists can be found in the Records Management Society's (RMS) Retention Guidelines for Schools (which can be found at <https://intranet.gateshead.gov.uk/media/1032/Retention-guidelines-for-schools/pdf/schoolsretentionschedulefinal.pdf>)

## Who we share this information with

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

We are required by law to share information with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding and expenditure.

We are also 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.

## 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.

The department may share information about Trust 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 find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <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, or be given access to your child's educational record, please contact the school in the first instance.

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/>

## Further information

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

- Sarah McLaughlin (Senior Administrator)  
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Newcastle Upon Tyne

22/06/2018

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- **Data Protection Officer (for Schools)**  
Corporate Services and Governance  
Gateshead Council  
Civic Centre, Regent Street,  
Gateshead, Tyne & Wear, NE8 1HH.  
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