



## Trinity Catholic High School - Privacy Notice for Staff

Under UK data protection law, individuals have a right to be informed about how our 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, Trinity Catholic High School, are the 'data controller' for the purposes of UK data protection law.

Our data protection officer is the London Borough of Redbridge (see 'Contact us' below).

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, gender, age, ethnic group, employee or teacher number, national insurance number)
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Contract information (such as start date, hours worked, post, roles, salary information, annual leave, pension and benefits information)
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data (such as number of absences and reasons)
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system
- Biometric data for the school's catering system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions that we need to be aware of, and sickness records

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences. We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## Why we use this data

The purpose of processing this data is to help us run the school, including to:

- a) Enable you to be paid
- b) Enable the development of a comprehensive picture of the workforce and how it is deployed
- c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- d) Promote the health and safety of staff
- e) Support effective performance management
- f) Inform the development of recruitment and retention policies
- g) Allow better financial modelling and planning
- h) Enable disability and ethnicity monitoring
- i) Improve the management of workforce data across the sector
- j) Support the work of the School Teachers' Review Body
- k) Provide services

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal information for general purposes are as follows:

- For the purposes of [a] above] in accordance with the legal basis of 'contract' to fulfil a contract we have entered into with you
- For the purposes of [b) – k) above] in accordance with the legal basis of 'public task' to process data to fulfil our statutory function as a school.

In addition, for 'special category' data, we only collect and use it when we have both a lawful basis as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your data in a certain way (this applies to biometric data)
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life) in situations where you're physically or legally incapable of giving consent

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

Workforce data is essential for the school's operational use. Whilst the majority of personal information we collect about you is mandatory, there is some information that you can provide voluntarily. In order to comply with UK GDPR, we will make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you via application or personal contact forms, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals.

## How we store this data

We create and maintain an employment file for staff while you are employed at our school. We may also keep it beyond your employment at our school if this is necessary. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

All stored data will be kept in accordance with the school's retention schedule adopted from the Information and Records Management Society's retention guidelines for schools and will be securely destroyed at the appropriate time.

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We will dispose of your information when we no longer need it.

## Data sharing

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 UK data protection law), we may share personal information about you with:

- Our local authority [London Borough of Redbridge] – to meet our legal obligations to share certain information with it under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- The Department for Education – to satisfy our legal requirement to report to them under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- Our regulator, Ofsted – legal requirement
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as catering services and employment agencies
- Our auditors, or auditors of the London Borough of Redbridge – legal requirement
- Police forces, courts, tribunals – to comply with legal requests made by them
- Prospective employers – as part of reference requests
- Financial organisations – to provide essential services
- Health authorities – such as (NHS England, Public Health England) to provide services, care and advice
- Health and social welfare organisations – to provide services and support
- School Advisory Service (SAS) – to provide employee assistance services to you
- Insurers (LBR) – to provide services and support in the event of a claim
- Security organisations – to provide services to keep you safe
- Everwell Occupational Health Provider – to provide services and assess return to work following sickness
- Payroll (LBR)
- Microsoft – to provide products, services and support, and to improve and develop products
- HR Consultants (Winckworth Sherwood and LBR) – to provide consultancy and advisory services
- Single Central Record (SCR) – to provide services and safeguarding assurances

## Transferring data internationally

Where we transfer personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

## Your rights

### How to access personal information we hold about you

You have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact Ms. Magine Taylor the Data Protection Lead for Trinity Catholic High School.

## Your other rights regarding your data

Under UK data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Claim compensation for damages caused by a breach of the data protection regulations
- Make a complaint to the Information Commissioner's Office

To exercise any of these rights, please contact our data protection lead.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

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 us

Our Data Protection Officer is:

- The London Borough of Redbridge at; [dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Magine Taylor, Trinity Catholic High School, Mornington Road, Woodford Green, IG8 0TP or [mtaylor@tchs.org.uk](mailto:mtaylor@tchs.org.uk)

## Last updated

We may need to update this privacy notice periodically, so we recommend that you visit this information from time to time. This version was last updated in June 2023.