



St John Bosco RC Primary School

With Jesus in our hearts, we love, pray, learn and play.

Privacy Notice - Staff

We need to hold personal information about you on our computers systems and in paper records to help us with the daily running of the school as an organisation.

The Headteacher is responsible for their accuracy and safe keeping. Please help to keep your records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstances administration staff have access to your records to enable them to do their jobs.

Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date. All information about you is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

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

Categories of information that we collect, 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



- 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)

The lawful basis on which we process this information

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Processing is necessary for the purpose 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.

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 Act, 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 hold workforce data whilst in employment with the school, and for 6 years following the date you leave the organisation.

Sharing of information

- We routinely share staff information with Emmaus Catholic Academy Trust, our local authority and the Department for Education (DfE).
- 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 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.
- 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 of educational attainment.



Requesting access to your personal data

- Under the Data Protection Act, you have the right to request access to information about you that we hold. To make a request for your personal information, please make direct contact with the data protection team as outlined below.
- You also have the right to object to processing, prevent direct marketing, object to automated decisions, have inaccurate personal data rectified, blocked, erased or destroyed, and claim compensation for damages caused by a breach.

Data Protection Officer

The school has an independent data protection officer service supplied by Data Protection Education (DPE).

If you have any questions or comments, or wish to make any requests under the Regulations, you should contact DPE directly:

- Telephone – 0800 086 2018
- Email – info@dataprotection.education
- Website - <https://dataprotection.education/contact-us>

If you have a concern about the way we are collecting or using 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>