

St Michael's Primary School (Stoke Gifford)

Privacy Notice: The school workforce: those employed to teach, or otherwise engaged to work at a school

The General Data Protection Regulation: How we use your information

We 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:

- 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; and
- supporting the work of the School Teachers' Review Body.

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.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.sgsts.org.uk/SchoolWorkforce/HRforSchools/SitePages/ContractDocumentation.aspx>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact:

- Mrs Lorraine Perham,
School Business Manager,
St Michael's CEVC Primary School

The school may share your data with the following organisations:

- Integra HR
- Integra Payroll
- Integra Finance
- Staff Absence Insurance
- Occupational Health
- SIMS

(Add here any organisations with whom your school shares staff data (including images) OR place a list of these organisations on your School website including a link here to that website. Examples would include any third party suppliers of products where data is uploaded manually or automatically from SIMS to online or Cloud based solutions. You should include the name,

address and contact number for each such provider.

If you are unsure about whether or not data or images are being shared with online providers then please contact the company directly about how they capture and use your data, their company policy related to data retention and security)

Staff Absence Insurance, Schoolcomms, Delegated Services ? (H&S),