



## Privacy notice for staff

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 engaged, to work at our school.

We, **St Patrick's RC Primary school**, are the 'data controller' for the purposes of data protection law.

Our data protection officer is our **School Business Manager** (see 'Contact us' below).

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about staff includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, 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
- Copy of driving licence and passport
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about staff 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, and sickness records

### Why we use this data

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

- Enable staff to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered with staff
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about staff where:

- Consent to use it in a certain way has been granted by members of staff
- We need to protect a member of staff's vital interests (or someone else's interests)

Where consent to use your data has been given, staff may withdraw this consent at any time. We will make this clear when requesting consent and explain how staff can withdraw consent if they wish to do so.

Some of the reasons listed above for collecting and using personal information about staff overlap, and there may be several grounds which justify the school's use of staff's data.

### **Collecting this information**

While the majority of information we collect about staff is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from staff, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

### **How we store this data**

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 schedule. This can be found on our school website.

### **Data sharing**

We do not share information about staff with any third party without their 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 with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals
- The Department for Education – Ofsted to provide an independent assessment of the quality and standard of education in school
- Your family or representatives
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors – to confirm correct procedures
- Health authorities – acting as contacts for School Nurse etc
- Security organisations – for any alarm responsibilities
- Health and social welfare organisations – meetings with CAMHS, Educational Psychologists etc
- Police forces, courts, tribunals – to assist in any disputes/incidents

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights**

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

Individuals 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 hold information about you, we will:

- 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 our data protection officer.

#### **Other rights**

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to 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
- Claim compensation for damages caused by a breach of the data protection regulations

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

## Complaints

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

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

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

- School Business Manager – [sbm@st-patricks.lancs.sch.uk](mailto:sbm@st-patricks.lancs.sch.uk), 01772 555436