



ST THOMAS MORE CATHOLIC SCHOOL

*To lead those in our care to grow in their faith
and to benefit from an enriching education*

PRIVACY NOTICE

Why do we collect and use staff information?

We collect and use workforce information under Article 6 and Article 9 of the Education Act 1996.

- We may process your personal information for legitimate business purposes to administer our employment or contractual relationship with you and to run our school.
- We may need to comply with a legal obligation.
- We may need to protect your or a third party's interests.
- We may collect, use and transfer your personal information through automated and/or paper-based data processing systems.
- We have established routine processing functions (such as processing for payroll).
- We also process personal information on an occasional or ad hoc basis (such as when an employee is being considered for a particular new position or in the context of changes e.g. a change in marital status).

Types of personal data

- In the normal course of events we collect and process the following types of personal information:
- Personal identification information, such as your name, home address, date of birth, gender, ethnic group, work-related photographs, and home phone number;
- Government-issued identification numbers, such as national ID (e.g. national insurance number) for payroll purposes; Immigration, right-to-work and residence status;
- Family and emergency contact details;
- Job-related information, such as years of service, work location, employment ID, work record, absences, and contract data;
- Educational and training information, such as your educational awards, certificates and licenses, vocational records and in-house training attendance;
- Recruitment and performance-related data, such as performance management objectives, comments, feedback results, career history.
- Information related to disciplinary, capability or grievance matters.
- Information needed for compliance and risk management, such as disciplinary records, background check reports and security data;
- Payroll- and payment or benefits-related information, such as salary and insurance information, dependents, government identifier or tax numbers, bank account details, and employment related benefits information.

Uses of Personal Data

We process personal information for the following purposes:

- Workforce planning, recruitment and staffing;

- Workforce administration, payroll, compensation and benefit programs;
- Performance management, learning and development;
- Advancement and succession planning;
- Legal compliance, including compliance with government authority requests e.g. information, liens, garnishments and tax compliance;
- Workplace management, such as travel and expense programs and internal health and safety programs,
- Internal reporting,
- Audit;
- To protect the Cardinal Hume Academy Trust and its, workforce, and the public against injury, theft, legal liability, fraud or abuse; and
- Other legal and customary business-related purposes.

Collecting workforce information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We may sometimes collect additional information from third parties e.g. former employers, background check agencies etc. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce data

We may hold personal workforce data for an indefinite period of time.

Why we share workforce information

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so. e.g. we share staff data with the Department for Education (DfE) on a statutory basis under section 5 of the Education (Supply of information about the School Workforce – England) Regulations 2007 and amendments. 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>.

Who do we share workforce information with?

We routinely share workforce information with:

- Our local authority
- Our Diocese
- Our Strategic Board of the Cardinal Hume Trust
- the Department for Education (DfE)
- The Police or other authorities with a legitimate need and/or a legal entitlement to the information.
- The Education and Skills Funding Agency
- The Teaching Regulation Agency
- The Teachers' Pension Service
- The Local Government Pension Scheme
- Our external Human Resource Management provider
- Our External Payroll Provider
- Our IT provider
- HMRC

- Our designated legal advisors
- Our insurance providers

This list is not exhaustive and will change over time. We require third parties to respect the security of your data and to treat it lawfully. We would not approve our third party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes according to our instructions.

Sharing your information with other third parties

We may share your personal information with other third parties eg in the context of working with another Academy Trust. We may also need to share your personal information with a regulator or to otherwise comply with the law. We may disclose your personal data in response to a request for information pursuant to the Freedom of Information Act 2000 or following a data subject access request. We will only disclose your personal data if we are satisfied that it is reasonable to do so.

Your duty to inform us of changes

It is important that the personal information that we hold about you is accurate and current. Please keep us informed if your personal information changes during your working time with us.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information we hold. You can request erasure of your personal information if you believe there is no good reason for us continuing to process it. We will endeavour to respond to requests within the legal time frames (one calendar month). However, this is sometimes not possible e.g. during school holiday periods).

To make a request for your personal information contact our DPO (Data Protection Officer – Mr Tanveer Butt).

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, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Changes to this privacy notice.

We reserve the right to update this privacy notice at any time and will load updated copies to our school website.

Contact:

If you would like to discuss anything in this privacy notice, please contact:
The Data Protection Officer – Mr Tanveer Butt on dpo@stgeorgesrc.org

This Privacy Notice was reviewed by the Full Governing Body on 26 June 2018