



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' 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, St Michael & St Martin Catholic Primary School, are the data controller for the purposes of data protection law.

Our data protection officer is:

Craig Stilwell
Judicium Consulting Ltd
72 Cannon Street, London EC4N 6AE
dataservices@judicium.com
www.judiciumeducation.co.uk
0203 326 9174

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:

- 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 record, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, DBS, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and reemployment 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
- Photographs

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
- 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:

- Enable you 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 modelling
- 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 into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make 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

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear where you must provide this information (and if so, what the possible consequences are of not complying) or whether you have a choice.

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 which follows the guidance in the *Information and Records Management Society’s Toolkit for Schools*.

Data Sharing

We do not share information about you with any third party without your consent unless

the law and our policies allows us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local Authority
- The Department of Education
- Your family or representatives
- Educators and examining bodies
- Our Regulator (e.g Ofsted)
- Suppliers and Service providers
- Financial organisations
- Our auditors
- Trade Unions and associations
- Health Authorities
- Security Organisations
- Health and Social Welfare Organisations
- Professional advisers and consultants
- Charities and Voluntary organisations
- Police forces, court, tribunals
- Professional bodies
- Employment and Recruitment agencies

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.

How to access personal information we hold about you

Under data protection legislation, individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you would like to make a request, please contact our data protection officer (details above).

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

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

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/>

Further information

If you would like to discuss anything in this privacy notice, please contact our data protection officer.

