



St Mary's RC Primary School

General Data Protection Regulation GDPR

Privacy Notice for Staff

Introduction

Staff employed by Saint Mary's and contractors engaged by the school have many legal rights regarding how their personal data is obtained, stored, processed and transmitted (i.e. 'processed') both during their period of employment and after. The school has to obtain certain information before a contract of employment may be offered. This privacy notice details how the school will comply with the law and give an understanding of why and how the school uses the information.

This privacy notice does not form part of the contract of employment. The notice may be updated at any time. All people working with or for the school must comply with this policy when processing data.

The Governing Body and Leadership of Saint Mary's acknowledge the absolute necessity for correct and lawful treatment of data and are committed to ensuring security for your data.

Roles and Responsibility

The school is a Data Controller as we are responsible for decisions about how and why we use your personal information.

At times the school acts as a Data Processor when we are required to obtain, process and transfer data on behalf of external organisations.

We have also appointed a Data Protection Officer who advises and visits the school. He is employed by a specialist data safety company called Impero.

Impero may be contacted directly should any employee or contractor feel that their concerns about data protection are not being addressed within the school. Among the DPO's duties are:

- Advice on the secure storage and transmission of data (both physical and digital)
- Updates for the school on the GDPR
- The completion of a data audit
- Support for a data processing record system
- The provision of template GDPR documentation
- Reporting to the school's leadership and governing body on levels of security and compliance
- Support with securing certification that they are also complying fully with GDPR duties from third parties who might hold personal data through the school
- The DPO will communicate with the Information Commissioner's Office should there be a confirmed or suspected data breach.
- The DPO will communicate with any person whose data might have been improperly accessed, deleted, lost or stolen

The governor who oversees data security for the governing body is Mr D Simpson.

The principles in which the school will process data

- Data will be kept securely – all employees and contractors share this duty
- Personal information will all be stored no longer than is necessary to exercise the school's duties and statutory requirements
- All employees and contractors will be informed clearly about the purposes for processing data
- Data processing will be limited to the purposes that are explained to employees and contractors
- The school will keep data relevant, current, and up-to-date
- The school will only use personal information in a legal and transparent manner

The Categories of information and the bases for which that information is processed

In broad terms the school will collect, store, process and transmit data to meet its duties under:

- Employment law
- Safer recruitment
- Staff welfare
- Payroll and pension procedures
- Performance Management
- To meet the school's responsibilities under the Equalities Act

Specifically the school will process the following information

Data processed on the legal basis of public task for safe recruitment, promotion and pupil safeguarding:

Your application with references, proof of qualification, proof of identity, right to work in the UK, DBS certification, any disability, notes on your recruitment process, images captured within the school site by CCTV equipment, your use of IT equipment to ensure compliance with our Acceptable Use Policy and other IT policies.

Data processed on the legal basis of public task of employment, payroll and pension procedures and the prevention of fraud:

Your data of birth, bank details, payroll details, address, pension choices, national insurance number, a photograph of you, tax status, car details (if you intend to park in the school site), leave entitlement, sick leave monitoring and any disciplinary or capability notes should the need arise.

Data processed on the legal basis of public task to fulfil the school's duty of accountability:

Your performance management, the attainment and achievement of pupils you teach or for whom you share a responsibility and your continuous professional development.

Data processed on the legal basis of consent for equality monitoring:

You may choose to disclose data regarding your ethnicity, age, religion, gender, sexual orientation and medical needs so that the school can monitor its equality of employment.

Data processed on the legal basis of consent to support the school team's social life:

With your consent the school use your data to share information about social events organised for the staff.

Data processed on the legal basis of consent to support the school's professional relationships:

Your Trade union membership.

This is not an exhaustive list, but any further information will be collected and used legally and on either the basis of public task or consent. Much of the information is collected during recruitment and induction. We have to collect some information from former employees and other agencies such as the Data Barring Service. Further information will be collected throughout your period of working for the school. Some information will be processed for external

agencies, including future employers on the basis of public task. The principal use of your information will be for the school to perform the contract that applies to our working relationship.

If information required on the basis of the school's public task is withheld then the school might not be able to perform the contract that applies to our working relationship.

You will be notified if we need to use your information in ways other than those so far stated and you will be informed about which legal basis has been selected.

The school regards certain information as particularly sensitive – such as information on physical or mental health, religion, ethnicity and sexuality. Such information will be gathered to support the school's equal opportunities obligations, but will only be gathered given your specific written consent. Such information may also be used to ascertain your fitness to work and to ensure your health and safety and/or to make reasonable adjustments to your working environment and work pattern.

The school does not use your information for automated decision making.

We share some information with third parties most commonly for HR tasks and as required by the law.

Payroll and pension, benefits provision and administration

All third parties are required to maintain data security as the law requires.

We require certification from third parties that your information is secure.

After your period of employment with the school we will only keep that information which we are required to do so to fulfil financial, legal and safeguarding duties.

Your duty to inform the school of changes

The school must have up-to date information which is accurate. Please keep the school informed of any changes to your information whilst employed by the school.

Your rights to 'see' your data

Under law, under most circumstances, you have the right to request access to your personal information (a 'data subject request'). Under this right you may request a copy of the information we hold on you and to check that processing is lawful.

You may request correction or completion of any of the data.

You may request that your personal information is erased or restricted if there is information for which there is no good purpose for the school to continue to hold.

Please contact Mr Travis in writing should you wish to review, correct or erase personal information, or you may contact the DPO directly. The school has 15 days to meet your request.

Please note that the school has a primary duty of care to the children and may withhold access if it can be demonstrated that this is necessary in the vital interests of a child. You will be informed if this is the case in writing.

There is no fee required for your access to data or for any amendments.

You have the right to withdraw the consent that you have previously granted the school to process certain data. If this is the case then please contact Mr Travis in writing.

The school may update this privacy notice at any time to comply with changes to the law or if the school decides policy changes are needed. The up-to date notice is available on the shared drive and is available as a hard copy by request from the office.