



# St Cuthbert Mayne School

## Staff Privacy Notice

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DPO Link	Daneian Rees, extension 112
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## How we use school staff information

**Daneian Rees is the Data Controller for the use of personal data in this Privacy Notice**

### 1. What do we collect and why do we need it?

- name
- date of birth
- home address
- email address
- telephone number
- gender
- car registration number
- recruitment information (e.g. job application; qualifications and training and education information)
- right to work evidence
- employment and safeguarding checks (Disclosure and Barring Service information)
- references
- contract and employment information (e.g. start dates, hours worked, post, roles, salary information, appraisal and disciplinary information)
- next of kin and emergency contacts
- images (these may be captured during official school photos; class work; activities, performances or on school CCTV)
- details about equipment assigned to an employee
- religious or other beliefs
- ethnicity
- allegations or concerns about child protection or safety
- work absence (such as the number of absences and their reasons, fitness to work and occupational health information)
- disability, health and dietary information
- Disclosure and Barring Service information
- facial photograph for use on identification badges
- Biometric fingerprint

- bank account details
- pension and tax information
- National Insurance Number

## **We collect this information because we need to:**

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- forms part of Safer Recruitment
- Information informs the Workforce Census that is completed every year

## **How we use school staff information**

- recruit, retain, train, appraise, manage the welfare and performance of staff
- enable individuals to be paid, pension contributions made, and tax and NI deducted
- undertake our responsibilities for safeguarding children
- provide employee services and benefits (such as childcare vouchers and pensions)
- enable the development of a comprehensive picture of the workforce and how it is deployed
- communicate with employees regarding work related matters
- comply with the law regarding data sharing
- maintain staff records
- provide library, ICT, learning and information services
- assess the quality of our services
- assist in the prevention and detection of crime
- promote the school and its activities
- carry out audits (e.g. to ensure compliance with our legal obligations)
- deal with complaints, grievances and disciplinary action
- complete DfE school workforce census
- administer school trips and activities
- monitor and comply with our responsibilities under the Equality Act 2010
- ensure staff and student safety and security
- provide catering and payment services
- safeguard and monitor the health and welfare of our employees
- pay our employees and make the approximate tax deductions and contributions
- Provide cashless catering services (this applies to the biometric fingerprint)

## **Collecting staff information**

We obtain staff information via Data Collection Sheets, Personal Details Forms, Recruitment Application Forms and DBS. Staff information is essential for the schools' operational use. Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with GDPR we will inform you at the point of collection, whether you are required to provide certain pupil

information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## Storing staff information

We hold staff data securely for the set amount of time shown in our data retention schedule.

For more information regarding our data retention schedule and how we keep your data safe, please visit <https://www.st-cuthbertmayne.co.uk/gdpr/>

## 2. Who do we share data with and why?

### Department for Education

We are required to share workforce information (this is known as the workforce census) with the DfE, so they can fulfil their statutory obligations relating to data collection. We are required to share information about our school employees with the DfE 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 including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England. For information about how the DfE collects and shares workforce data for research purposes, visit their website at

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

### Our local authority

We are required to share information about our employees with our local authority under regulation 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## 3. What are our legal bases for processing staff information?

When processing personal data about our staff, we rely on the following legal bases which are set out in Article 6 of the GDPR:

- it is necessary for us to perform a task carried out in the public interest or in the
- exercise of our official duties
- it is necessary for us to comply with a specific legal obligation
- it is necessary for the performance of a contract to which the data subject is party, or
- in order to take steps at the request of the data subject, prior to entering into a
- contract
- the data subject has given us their consent
- it is necessary to protect the vital interests of a person

When we process 'special' data about our employees, we rely on one or more of the following legal bases as well, which are set out in Article 9 of the GDPR:

- the data subject has given us their explicit consent

- it is necessary for us to carry out our obligations and exercise our or the data
- subject's specific rights relating to employment, social security and social protection
- law
- processing is necessary to protect the vital interests of a person where the data
- subject is physically or legally incapable of giving consent
- it is necessary for the establishment, exercise or defence of a legal claim
- it is necessary for the assessment of the working capacity of an employee
- processing is necessary for reasons of substantial public interest

Other legal bases listed in Article 9 of the GDPR may also apply, depending on the processing required.

#### 4. What are your data protection rights?

Under data protection legislation, you have the right to request information about you that we hold.

##### **Your right of access**

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

##### **Your right to rectification**

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

##### **Your right to erasure**

You have the right to ask us to erase your personal information in certain circumstances.

##### **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your information in certain circumstances.

##### **Your right to object to processing**

You have the right to object to us processing your information where we consider this is necessary for us to perform a task in the public interest. You can also object to us using your contact details to send you direct marketing or fundraising communications.

##### **Your right to data portability**

This only applies to information you have given us. You have the right to ask that we transfer

the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under a contract (or in talks about entering into a contract) and the processing is automated.

## Your right to complain

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right. To do this please email the school at [daneian.rees@stcm.torbay.sch.uk](mailto:daneian.rees@stcm.torbay.sch.uk). If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). The ICO's contact details are available at <https://ico.org.uk/concerns>

You are not required to pay a charge for exercising your rights and we have one month to respond to you.

Please email us at [daneian.rees@stcm.torbay.sch.uk](mailto:daneian.rees@stcm.torbay.sch.uk) if you would like to make a request or a complaint or contact the school office on 01803 328725.

Further information about your data protection rights can be found on the Information Commissioner's Office website at [www.ico.org.uk/](http://www.ico.org.uk/)

If you have any queries about this privacy notice, or the way your personal information is being handled by the school, contact our Data Protection Link [dane.rees@stcm.torbay.sch.uk](mailto:dane.rees@stcm.torbay.sch.uk).

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our Data Protection Link [dane.rees@stcm.torbay.sch.uk](mailto:dane.rees@stcm.torbay.sch.uk).

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 12th October 2020.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

- Our Data Protection Link Daneian Rees on [dane.rees@stcm.torbay.sch.uk](mailto:dane.rees@stcm.torbay.sch.uk) or 01803 328725 extension 112.
- Our local authority <https://www.torbay.gov.uk/council/information-and-data/data-protection/>

## Consent

I have read and understood the Privacy Notice about the data St Cuthbert Mayne collects, holds and shares in line with GDPR. I give my consent for St Cuthbert Mayne School to use the data supplied by me in a way that is essential for the school to operate and for the school to exercise its statutory duty.

Name: (Print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

