



Privacy Notice for Staff – How we use your information

2018/19

Who are we?

English Martyrs Catholic Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

English Martyrs Catholic Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z622490X

You can contact the school as the Data Controller in writing at: admin3564@welearn365.com

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about staff?

The categories of staff information that we collect, hold and share include:

- Personal information (such as name, address, contact details, next of kin, employee or teacher number, national insurance number and bank details)
- Special categories of data including characteristics information (such as gender, age, ethnic group)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons, including sickness)
- Qualifications (and, where relevant, subjects taught)
- Recruitment and appointment information (such as application forms, references)
- Relevant medical information (such as allergies, known medical conditions, where appropriate risk assessments and occupational health reports)
- Single Central Record statutory information (such as DBS & barring checks, disqualification by association records, checks against the Teacher Prohibition List)
- Photographs/Videos
- Details of any professional support received
- Professional development and monitoring records
- Biometric Fingerprint Data (for staff to enter the school building via the main school office and the double doors in the centre of the main building)

For what purposes do we use personal information?

We use staff data to:

- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid and receive other staff benefits
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay, maternity/paternity and adoption leave)
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy, monitoring and development
- Ensure that we can act in an emergency
- To monitor educational standards across the school identifying areas of strength and areas for improvement

Collecting staff information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

1) To comply with the law

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Recruitment and appointment information	Education Act 2005, Section 114		Shortlisting and interview panel for appointments (destroyed after use)	Legal Obligation
As part of the SCR Statutory Information	DfE - Keeping children Safe in school – statutory guidance 2016	Necessary to keep children safe	No third parties involved. Ofsted inspection Ofsted – Waivers	Legal Obligation
School Census	Education Act 1996, Sections 537 & 537A.		Department of Education	Legal Obligation

	and accompanying regulations			
Staff information, including personal details, DBS check, qualification and disqualification by association.	Education Act 2005, Section 114		Secretary of State Warwickshire County Council Disclosure and Barring Service Ofsted view the SCR WCC HR and Payroll Department Workforce census return to DfE	Legal Obligation

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

Table 2 – Personal information we are required to process as it is necessary to protect someone's vital interests

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information		Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent,	Medical staff i.e paramedics/ambulance	Vital interest
Religious belief		Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent,	Medical staff i.e paramedics/ambulance	Vital interest
Personal Information (such as names and contact details of next of Kin)		Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent,	Medical staff i.e paramedics/ambulance Police – in an emergency	Vital interest

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In

these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

Table 3 - Personal information we are required to process with the consent of the individual to whom that information 'belongs'

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal Phone numbers			External contractors outside of normal school working hours (only identified people).	Consent
Photographs			Government agencies eg DfE.	Consent
Personal Emails			Not shared	Consent/in certain circumstances
Medical Information			Shared with consent if member of staff has medical conditions which they feel staff need to be aware of to be safe (eg diabetes, asthma, heart problems, epilepsy).	Consent

4) To perform a public task

It is a day-to-day function of the school to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Names of staff/photographs on the school website.			Website is a public site which anyone can access or view.	Public Task
Names of staff on noticeboards within school.			Photographs of staff including first aiders are displayed within the school environment	Public Task
Biometric fingerprints for entry into the school in two areas.			Held on the school server and is also stored on Hexadecimal, the company which has the technology. This data is	Public Task

			not shared with anyone else and the company is GDPR compliant.	
Staff personal mobile/landline numbers for emergencies.			Not passed on to third parties. All staff mobiles are in the EASEE plan which is for emergency situations only. All SLT and office manager have a copy of this plan securely at home	Public Task

5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract

We are able to process personal information in order to comply with the contract that we have with you.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 5.

Table 5 - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract

Information Type	Relevant legislation	Special Category– additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Personal information (such as name, address, contact details, next of kin, employee or teacher number, national insurance number and bank details)			WCC HR and Payroll Department. Future employers/References. Workforce census return to DfE. Stonewall/Security service (only identified key staff). Safeguarding LA Officers for out of hours emergency provision (only identified key staff). For contractors who are working within school and out of school hours (only identified staff).	Contract
Contractual information			Workforce census return to DfE. WCC HR and Payroll Department. Future employers.	Contract
Work absence information			Workforce census return to DfE. WCC HR and Payroll Department. Warwickshire County Council Team Prevent (Occupational Health Service).	Contract
Details of any			Not passed on to third	Contract

professional support received			parties. If external consultants are involved they will have copies of the support given.	
Professional development and monitoring records			Not passed on to third parties. If external consultants are involved they will have copies of the support given.	Contract

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

Who might we share your information with?

We routinely share staff information with:

- our local authority
- the Department for Education (DfE)
- local consortium
- Central Catholic Warwickshire Schools
- Diocese

We do not share information about our staff unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

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.

What are your rights with respect of your personal information?

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

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/>

Review

The content of this Privacy Notice will be reviewed May 2018.

