



# St. John's Church of England Primary School

## PRIVACY NOTICE FOR STAFF

We, St John's Church of England Primary School, are the Data Controller for the purposes of the General Data Protection Regulation. We collect and use personal data relating to staff and may also receive information regarding them from their previous employers, Local Authority or Department for Education. SCC DPO Services are the Data Protection Officer. Their role is to oversee and monitor the role of the school's data protection procedures and to ensure they are compliant with the GDPR.

The Data Protection Officer can be contacted by e-mailed on [DPO@sccgdprservices.co.uk](mailto:DPO@sccgdprservices.co.uk)

### **The Categories of School Workforce Information that we collect, process, hold and share**

The categories of information that we collect, process, hold and share about those employed or otherwise engaged to work at the school, include:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- 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 the number of absences and reasons)
- Qualifications and where relevant subjects taught
- Relevant medical information, including Health Check clearance and Occupational Health referrals
- Bank account details
- Disclosure and Barring Service information
- Appraisal and disciplinary information

### **Why we Collect and Use this Information**

We use school workforce data to:

- Enable a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Allow better financial modeling and planning
- Enable ethnicity and disability monitoring

### **The Lawful Basis on which we process this information**

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the General Data Protection Regulations (GDPR) and UK Law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996

### **Collecting this information**



Whilst the majority of data you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## Storing this information

Personal data relating to school workforce at St John's is stored in line with the school's GDPR Protection Policy. In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

## Who we share this information with

We routinely share this information with:

- Our Local Authority (LA)
- The Department for Education (DfE)
- Occupational Health provider (Medifgold)
- HR provider (Southwark Board of Education)
- Payroll provider (Liberata)
- DBS provider (Strictly4s)
- Suppliers and service providers – to enable them to provide the service we have contracted them for including:
  - Our IT provider – *OpenAir*
  - Our broadband and text/email service provider – *London Grid for Learning*
  - Our online payments provider – *sQuid*
  - Our communication app – *Weduc*
  - Our parents evening booking system – *School Cloud Systems*
  - National Governance Association
  - School website

## Why we share school workforce information

We will not give information about you to anyone outside the school or Local Authority (LA) without your consent unless the law and our policies allow us to.

### Local Authority

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

### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

### Data Collection requirements

The DfE collects and processes personal data relating to those employed in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005



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 Department 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 by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the Department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the Department: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school on [subjectaccessrequests@st-johns.croydon.sch.uk](mailto:subjectaccessrequests@st-johns.croydon.sch.uk)

## What are your rights?

You 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
- 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office on 03031233333, Monday to Friday 9am-5pm or at <https://ico.org.uk/concerns/>

## Further Information



If you would like to discuss anything in this Privacy Notice, please contact the School Business Manager at St. John's Primary School.

If you wish to report a data breach please email [DPO@sccgdprservices.co.uk](mailto:DPO@sccgdprservices.co.uk).