



# St Bede's

Catholic School  
& Sixth Form College  
Lanchester

## **Privacy Notice for Staff (How we use school workforce information)**

St Bede's Catholic School and Sixth Form College collects and holds data on teachers and other staff to enable it to provide education services that meet the needs of its students. The information collected supports the development of practice to improve student attainment and behaviour. Safeguarding our young people is an essential part of our business and the data collected enables us to achieve this.

We hold personal data about staff to support their employment and professional development, and to assess how the school is performing. We may also receive data about staff from previous employers, HR and occupational health workers. Staff information ensures that appropriate resource is deployed, staff are paid and given the opportunity to progress up the pay scale.

### **The categories of school workforce information that we collect, process, hold and share include:**

- personal information (such as name, date of birth, employee number, biometric data, NI number)
- other personal information (such as bank details, performance management and next of kin)
- special categories of data (such as gender, age, ethnic group and disability information)
- contract information (such as start dates, hours worked, post, roles and salary)
- work absence information (such as number of absences and reasons)
- qualifications (and. Where relevant, subjects taught)
- safeguarding information (such as DBS number and criminal record history)

### **Why we collect and use this information**

We use school workforce data to:

- **support you in your professional role**
- enable the development of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable an individual to be paid
- allow better curriculum and financial modelling and planning
- improve the management of the workforce
- monitor and report on school improvement and self evaluation

### **The lawful basis on which we process this information**

We collect and use staff information under GCPR, Article 6(1), where it is necessary for the performance of a contract to which the data subject is part or to take steps at the request of the data subject prior to entering into a contract. Under Article 9(2) of the GDPR, staff personal data will only be processed for the purposes of carrying out our obligations in the field of employment.

### **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with 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**

We hold school workforce data for 6 years following the termination of employment, however, some of this information is removed prior to this. Please refer to the Retention and Disposal of information policy for full details.

### **Who we share this information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- employers (references)
- pension providers (LGPS/TPS)
- disclosure and barring service
- Companies House
- Capita SIMS
- Edubase
- Baldwins (Accountants)
- 3<sup>rd</sup> party applications such as
  - HR (payroll)
  - Microsoft
  - Sisra Analytics
  - Evolve
  - Classcharts
  - CPOMs
  - Sage (TSG financial software)
  - Womble Bond Dickinson (Legals)

### **Why we share school workforce information**

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc. At no time will your information be passed on to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

### **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.

We are required to share information about our staff with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce((England) Regulations 2007 and amendments.

### **Data collection requirements**

The DfE and Diocese collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools(including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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-andcensuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children of 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.

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.

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

### **How we store your data and how long we retain your data**

We keep personal information about staff while they are working at our school. We may also keep it beyond their time at our school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password)
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training of our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

### **How long we keep your data**

*This ranges from months for some records to decades for more sensitive records.*

For example

- Applications for recruitment will be kept for 2 years,
- Your personnel records will be maintained for 25 years after you leave employment

### **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 **Ian Merrington, Director of Academy Services**.

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, 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:

**Ian Merrington, Director of Academy Services**