



**St Mary's R.C. High School**

PER MARIAM

# **DATA PROTECTION POLICY**

**Document owner: School Business Manager**

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# DATA PROTECTION POLICY

## 1. Policy statement

- 1.1 This is the Data Protection Policy of St Mary's RC High School ('the School').
- 1.2 We are committed to processing Personal Information fairly and lawfully in accordance with the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) ('GDPR'), the Data Protection Act 2018 ('the DPA') and other related legislation which protects Personal Information.
- 1.3 As a school, it is necessary for us to process Personal Information about our staff, pupils, parent(s) / guardian(s) and other individuals who we may come into contact with. In doing so, we recognise that the correct and lawful treatment of Personal Information is critical to maintaining the confidence of those connected with our School.
- 1.4 This Policy has been updated to reflect our ongoing commitment to promoting a strong culture of data protection compliance in accordance with the law.

## 2. About this policy

- 2.1 This Policy, and any other documents referred to in it, sets out our approach to ensuring that we comply with data protection laws. It is critical that staff and governors understand their responsibilities to handle Personal Information in accordance with the law and support the School in meeting its aim of maintaining a strong data protection culture.
- 2.2 This Policy does not form part of any employee's contract of employment and may be amended at any time.
- 2.3 This Policy has been approved by the Governing Body.

## 3. Definition of data protection terms

We have set out below some of the terms used in this policy along with a brief explanation about what they mean.

- 3.1 **Data Subjects** means an identified or identifiable natural person. For example, we process personal information about parents, staff members and pupils each of whom is a data subject.
- 3.2 **Personal Information** means any information about a data subject. Examples of personal information could include information about a pupil's attendance, medical conditions, Special Educational Needs requirements or photographs.
- 3.3 **Privacy Notices** are documents provided to data subjects which explain what information we collect about the data subjects, why we collect it and why it is lawful to do so. They also provide other important information which we are required to provide under data protection laws. Our privacy policies are available on our website and from the School upon request. (see appendices A, B, C).
- 3.4 **Data Controllers** determine the purpose and means of processing personal information. They are responsible for establishing practices and policies in line with the GDPR. The School is a Data Controller.
- 3.5 **Data Users** are those of our staff members whose work involves processing personal information. Data users must protect the data they handle in accordance with this Policy and any applicable data security procedures at all times.

**3.6 Processing** means when personal information is used in a particular way. For example, we may need to collect, record, organise, structure, store, adapt or delete personal information. When we do this, we will be Processing.

**3.7 Special Category of Personal Information** means data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, health data, data concerning a data subject's sex life or sexual orientation. These types of personal information are regarded as being more 'sensitive' and the law requires increased safeguards to be in place if we are to process this type of data.

## 4. Data protection principles

**4.1** When we Process Personal Information, we will do so in accordance with the 'data protection principles'. In this regard, we will ensure that Personal Information is:-

- a. Processed lawfully, fairly and in a transparent manner (**Lawfulness, Fairness and Transparency**).
- b. Collected only for specified, explicit and legitimate purposes (**Purpose Limitation**).
- c. Adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (**Data Minimisation**).
- d. Accurate and where necessary kept up to date (**Accuracy**).
- e. Not kept for longer than is necessary for the purposes for which the data is Processed (**Storage Limitation**).
- f. Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage (**Security, Integrity and Confidentiality**).

**4.2** We recognise that not only must we comply with the data protection principles, we must also demonstrate our compliance with these principles (**Accountability**).

## 5. Data protection officer

**5.1** The GDPR requires certain organisations, including schools, to appoint a 'Data Protection Officer' ("DPO"). The DPO must have expert knowledge in data protection law and practices. Our appointed DPO who fulfils these requirements is HY Education, who can be contacted by telephone on 0161 543 8884 or email at [DPO@wearehy.com](mailto:DPO@wearehy.com)

**5.2** The DPO will carry out a number of important tasks which will include:-

- a. monitoring compliance with data protection laws and our data protection policies, including managing internal data protection activities.
- b. raising awareness of data protection issues, training staff and conducting internal audits.
- c. advising on, and monitoring, data protection impact assessments ("DPIA").
- d. cooperating and being the first point of contact with the Information Commissioner's Office, members of staff, parents and pupils.

**5.3** The DPO is independent of the School to avoid any conflict of interest.

**5.4** The DPO will report to the highest level of management in the School which is to include the Headteacher and the Governing Body.

## 6. Accountability

**6.1** As a Data Controller, we are responsible for, and must be able to demonstrate, compliance with the data protection principles. Examples of how we will demonstrate compliance include (but are not limited to):-

- a. appointing a suitably qualified DPO.

- b. implementing policies and procedures e.g. a data protection policy, data breach procedures and subject access procedures.
- c. undertaking information audits and maintaining a record of our processing activities in accordance with Article 30 of the GDPR.
- d. preparing and communicating Privacy Notices to Data Subjects.
- e. providing appropriate training at regular intervals.
- f. implementing privacy by design when Processing Personal Information and completing DPIAs where Processing presents a high risk to the rights and freedoms of Data Subjects.

## 7. Training and awareness

The DPO will provide the Trust with appropriate training which will be rolled out to all staff. This will be provided through the DPO's HYin5ive data protection series which provides sector specific content and can be found at <https://hyeducation.co.uk/blog/>

## 8. Lawfulness, fairness, transparency

### Lawful Processing

- 8.1 Personal Information must be Processed lawfully. Under data protection laws, there are a number of grounds which make it lawful to Process Personal Information. We will only Process Personal Information if one or more of the following apply:-
- a. the Data Subject has given his or her **consent**.
  - b. the Processing is necessary for the **performance of a contract** with the Data Subject.
  - c. the Processing is necessary to meet our **legal obligations**.
  - d. the Processing is necessary to protect the Data Subject's **vital interests**.
  - e. the Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority (often referred to as **Public Task**).
  - f. in rare cases, where the Processing is necessary for the purposes of the **legitimate interests** pursued by us or a third party.
- 8.2 We recognise that some categories of Personal Information are more sensitive and further conditions must be satisfied if we are to Process this information (Special Category and criminal conviction data). Where we Process these categories of Personal Information, we will ensure that we do so in accordance with the additional conditions for Processing set out under the GDPR and the DPA.

### Consent

- 8.3 Where it is necessary for us to obtain your consent to process Personal Information, we will ensure that we do so in accordance with data protection laws.
- 8.4 Generally, we will only obtain consent where there is not another lawful ground (see 6.1) for Processing. Examples of when we will obtain your consent include if we want to place a photograph of a pupil in the newspaper, on social media or in other publications to celebrate their achievements.
- 8.5 We recognise that under data protection laws, there are stricter rules as to how consent is obtained. We will ensure that when we obtain consent, we will:-
- a. take steps to ensure that we make it clear to Data Subjects what they are being asked to consent to.
  - b. ensure that the Data Subject, either by a statement or positive action, gives their consent. We will never assume that consent has been given simply because a Data Subject has not responded to a request for consent.

- c. never use pre-ticked boxes as a means of obtaining consent.
- d. ensure that a Data Subject is informed that they can withdraw their consent at any time and the means of doing so.
- e. keep appropriate records evidencing the consents we hold.

### **Transparency**

**8.6** We are required to provide information to Data Subjects which sets out how we use their Personal Information as well as other information required by law. We will provide this information by issuing Privacy Notices which will be concise, transparent, intelligible, easily accessible, and in clear, plain language.

## **9. Processing for limited purposes**

We will only collect and Process Personal Information for specified, explicit and legitimate reasons. We will not further Process Personal Information unless the reason for doing so is compatible with the purpose or purposes for which it was originally collected.

## **10. Adequate, relevant and limited processing**

We will only collect Personal Information to the extent that it is necessary for the specific purpose notified to the Data Subject.

## **11. Data protection impact assessments**

**11.1** We will carry out a DPIA in respect of high-risk processing.

**11.2** We will carry out a DPIA when implementing major system or business change programs which include the processing of personal data, including:

- a. use of new technologies (programs, systems or processes), or changing technologies.
- b. large scale processing of special categories of personal data.
- c. processing of data concerning vulnerable individuals.

**11.3** A DPIA must include:

- a. A description of the nature of the processing, its scope, context and purposes;
- b. An assessment of the necessity and proportionality of the processing in relation to its purpose;
- c. An assessment of any data processors we use as part of the processing;
- d. An assessment of the risk to individuals;
- e. The risk mitigation measures in place and demonstration of compliance.

## **12. Children's data**

**12.1** Recital 38 of the UK GDPR states that children merit specific protection with regard to their personal data as they may be less aware of the risks, consequences and safeguards concerned and their rights in relation to the processing of personal data.

**12.2** Where a processing activity requires the consent of a child, we will first consider whether they have the capacity to understand the implications of the processing. If the child is considered to have capacity then they will be considered competent to give their own consent to the processing, unless it is evidence that they are acting against their own best interests. Where the child does not have capacity, then we will obtain consent from someone with parental responsibility for the, unless it is evident that it would be against the best interests of the child to seek such consent.

- 12.3 Children have the same rights as adults over their personal data, such as the right to make a subject access request. Children can exercise these rights on their own behalf where they are competent to do so (see above).
- 12.4 In some circumstances where a person with parental responsibility exercises rights on behalf of a child, it may be appropriate to seek the child's consent before complying with a request. For example, a child with sufficient capacity can object to their personal information being disclosed to another person. The School will assess this on a case by case basis.

### 13. Accurate data

- 13.1 We will ensure that Personal Information we hold is accurate and kept up to date.
- 13.2 We will take all reasonable steps to ensure that Personal Information that is inaccurate is either erased or rectified without delay.
- 13.3 In supporting the School to maintain accurate records, staff, parents and other individuals whose Personal Information we may Process are responsible for:-
- Checking that any information that they provide to the School is accurate and up to date; and
  - Informing the School of any changes to information that they have provided.

### 14. Retention

- 14.1 We will not keep Personal Information for longer than is necessary for the purpose or purposes for which they were collected. We will take all reasonable steps to destroy and erase from our systems, all data which is no longer required.
- 14.2 We will maintain a records retention schedule which will assist the School to destroy Personal Information once it is no longer necessary and in a safe and secure manner.

### 15. Individual rights

- 15.1 We will Process all Personal Information in line with a Data Subject's rights, in particular, their right to:
- Request **access** to any data held about them by the School.
  - Rectification** of inaccurate information.
  - Erasure** of Personal Information.
  - Restrict** the Processing of Personal Information.
  - Object** to the Processing of Personal Information.
  - To receive Personal Information in a commonly used format (known as **data portability**) and have this transferred to another controller without hindrance.
- 15.2 We will maintain a clear procedure detailing how such requests will be handled.

### 16. Data security

- 16.1 We will implement appropriate technical and organisational measures to guard against unauthorised or unlawful Processing, and against accidental loss, destruction or damage.
- 16.2 We will develop, implement and maintain safeguards appropriate to our size, scope, our available resources and the level of risk identified. Our security measures will be tailored to protect children's data given the specific protection that needs to be given to such data.

## **17. Privacy by design and data protection impact assessments**

- 17.1** We will integrate privacy by design measures when Processing Personal Information by implementing appropriate technical and organisational measures in an effective manner, to ensure compliance with data privacy principles.
- 17.2** We will utilise DPIAs when introducing new technologies or the Processing is likely to result in a high risk to the rights and freedoms of Data Subjects.

## **18. Disclosure and sharing of personal information**

- 18.1** Where it is necessary to share Personal Information outside of the School, we will inform you about this in accordance with this policy.
- 18.2** Examples of who we may share Personal Information with include other schools, the Local Authority and the Department of Education.

## **19. Data breaches**

All data breaches must be handled in accordance with the School's internal breach reporting procedure.

## **20. Changes to this policy**

We reserve the right to change this policy at any time and notification of any changes will be communicated accordingly.

## APPENDIX A: PRIVACY NOTICE RELATING TO PARENT INFORMATION

### What is the purpose of this Notice?

This is St Mary's RC High School's (the School) Privacy Notice which is intended to provide you with information about how and why we process parent information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process parent information. As a school that processes parent information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### The Data Protection Officer

The School has an appointed Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, Sandbrook House, Sandbrook Park, Rochdale, OL11 1RY or by telephone on 0161 543 8884 or by email ([DPO@wearehy.com](mailto:DPO@wearehy.com)). The DPO is responsible for dealing with data protection issues within the School and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### What categories of parent information do we collect?

The types of parent information that we collect include:

- Parent names
- Date of birth
- Unique National Insurance number
- Contact details
- Employment details

We may also receive some information from our Local Authority, other schools and the DfE.

### What is the purpose of us collecting and using parent information?

The purposes for which the School collects personal information are as follows:-

- To communicate with parents/carers about their child
- Monitor and report on pupil process
- To provide appropriate pastoral care
- For health and safety purposes
- To address safeguarding concerns
- To receive funding
- To assist with fundraising activities.

### Why is it lawful to collect this parent information?

As a school, we are subject to a wide range of laws which we must comply with, including maintaining contact with individuals with parental responsibility for our pupils. To comply with these laws, we only process personal information as far as is necessary to meet those

obligations. We also process some of the information described in this Privacy Notice to carry out public tasks vested in us to effectively manage the School.

Some types of personal information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information. We are unlikely to process this type of information in relation to parents.

### **Who will we share parent information with?**

Those who we may share parent information with include the following:-

- Our local authority
- The Department for Education (DfE)
- Other education providers
- Multi-agency partners
- Professional advisors
- Service providers who provide IT and communication tools

### **The Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory collections. We are required to share information with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

### **Local Authorities**

We may be required to share information about parents with the local authority to ensure that they can conduct their statutory duties under the School Admissions Code, including conducting Fair Access Protocol.

### **How long will we hold parent information for?**

We will hold parent information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information please contact Deb Studerus, Data Manager.

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

### **Making a complaint**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

### **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 in **September 2024**.

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## **APPENDIX B: PRIVACY NOTICE RELATING TO PUPIL INFORMATION**

### **What is the purpose of this Notice?**

This is St Mary's RC High School's (the School) Privacy Notice which is intended to provide you with information about how and why we process pupil information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process pupil information. As a school that processes pupil information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### **The Data Protection Officer**

The School has an appointed Data Protection Officer (DPO), HY Education, who can be contacted in writing at HY Education, Sandbrook House, Sandbrook Way, Rochdale, OL11 1RY or by telephone on 0161 543 8884 or by email ([DPO@wearehy.com](mailto:DPO@wearehy.com)). The DPO is responsible for dealing with data protection issues within the School and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### **What categories of pupil information do we collect?**

The types of pupil information that we collect include:

- Pupil names, unique pupil numbers, contact details including emergency contacts
- Characteristics such as ethnicity, language, religion.
- Free school meal and pupil premium eligibility
- Medical information and dietary requirements
- Admissions information
- Attendance information
- Information relating to pupil exclusion and behaviour
- Attainment records and assessment results
- Reported accidents
- Safeguarding information
- Special educational needs information
- [Photographs]

We may also receive some information from our Local Authority, other schools and the DfE.

### **What is the purpose of us collecting and using pupil information?**

The purposes for which the School collects personal information are as follows:-

- To provide an effective education
- To provide appropriate pastoral care

- Census reporting
- To provide free school meals
- To support children with medical conditions, allergies and SEN
- To manage admissions
- To monitor attendance
- To manage exclusions and behaviour
- For assessment and examination purposes
- For health and safety purposes
- To address safeguarding concerns
- To promote the School and celebrate educational achievement
- To ensure that the School is safe and secure
- To allow cashless payments to be made

### **Why is it lawful to collect this pupil information?**

As a school, we are subject to a wide range of laws which we must comply with to further pupil education and to safeguard their wellbeing. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We also process some of the information described in this Privacy Notice to carry out public tasks vested in us to effectively manage the School.

In limited circumstances, we will obtain your consent; for example, if we want to place photographs of pupils on our website, in the newspaper or on social media. Even if you consent to us collecting and using personal information, you have a right to withdraw your consent at any time.

Some types of pupil information are regarded as more sensitive under the GDPR and referred to as being a ‘special category’ of personal information. This could include information which we collect for safeguarding or SEN purposes. Where we process this type of personal information, it will often be processed for reasons of substantial public interest such as safeguarding or to comply with statutory requirements.

### **Withdrawal of consent**

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 Deb Studerus, Data Manager.

### **Who will we share pupil information with?**

Those who we may share pupil information with include the following:-

- Our local authority
- The Department for Education (DfE)
- Other education providers
- School nurse service
- Multi-agency partners
- Professional advisors
- Careers service providers
- Service providers who provide learning platforms, IT and communication tools

### **The Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under Regulation 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework. For more information, please see 'How Government uses your data' section.

### **Local Authorities**

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under the School Admissions Code, including conducting Fair Access Protocol.

### **How long will we hold pupil information for?**

We will hold pupil information for a period of time specified by law and as detailed within our retention policy. For more information, please contact the DPO.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact Deb Studerus, Data Manager.

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 laws.

### **Making a complaint**

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>

### **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 in **September 2024**.

## How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs ‘short term’ education policy monitoring and school accountability and intervention (for example, school GCSE results or Pupil Progress measures).
- supports ‘longer term’ research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

## Sharing by the Department

The law allows the Department to share pupils’ personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department’s NPD data sharing process, please visit:

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

Organisations fighting or identifying crime may use their legal powers to contact the DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

## APPENDIX C: WORKFORCE PRIVACY NOTICE

### What is the purpose of this Notice?

This is St Mary's RC High (the School) Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the UK General Data Protection Regulation (the retained EU law version of the General Data Protection Regulation (EU) 2016/679) (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the School, and a legal requirement, that we are transparent about how we process your personal information. As a school that processes personal information, we are known as a "data controller". This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

### The Data Protection Officer

The School has an appointed Data Protection Officer (DPO), HY Education, who can be contacted by telephone on 0161 543 8884 or by email ([DPO@wearehy.com](mailto:DPO@wearehy.com)). The DPO is responsible for supporting and advising the School in relation to data protection issues and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

### What personal information do we collect?

The types of personal information that we collect will include:-

- personal information (such as name, employee or teacher number, national insurance number, next of kin and contact details)
- special categories of data including characteristics information (such as gender, age, ethnic group, race, and religion)
- recruitment information
- contract information (such as start dates, hours worked, post, roles, subjects taught and salary information)
- work absence information (such as number of absences and reasons, annual leave and maternity leave)
- qualifications, subjects taught and training records
- performance information
- grievance and disciplinary information
- health and safety information (such as accidents at work)
- relevant medical information
- safeguarding information
- DBS information

### What is the purpose of us collecting your personal information?

We process personal information relating to those we employ to work at, or otherwise engage to work at, our School. This is for employment purposes to assist in the running of the School and to enable individuals to be paid.

The purposes for which we process workforce personal information include:-

- enabling the development of a comprehensive picture of the workforce and how it is deployed
- managing the recruitment process
- carrying out pre-employment checks and equal opportunities monitoring
- complying with the terms of the contract of employment
- making reasonable adjustments
- enabling individuals to be paid
- managing absence
- managing performance, grievance, and disciplinary matters
- safeguarding purposes
- managing workplace accidents

### **Why is it lawful to collect this information?**

We process your personal information, but no more so than is necessary, to comply with legal obligations which the School is subject to or because processing is necessary to comply with the terms and conditions of your contract of employment.

In limited circumstances, we may require your consent. If this is the case, we will inform you of the reasons that we need to process your personal information in accordance with the GDPR and the DPA. You will be able to withdraw your consent at any time should you wish to do so.

Where we process sensitive personal information (special category data) we will usually do this, only as far as necessary, to comply with employment law obligations which we are subject to or because it is in the public interest to do so e.g. for safeguarding reasons.

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

We are required, by law, to pass on some of this personal information to:

- The Local Authority
- the Department for Education (DfE)
- HMRC

We may also share information with:

- Health and Safety Executive
- DBS
- insurance providers
- training providers
- professional advisors
- IT and communications technology providers

### **How long will we hold your information for?**

We will hold personal information for a period of time specified within our retention policy. We generally hold School workforce personal information for the period of your

employment until termination and a period of 6 years thereafter. For more information, please ask the DPO for a copy of our retention schedule.

### **Department for Education**

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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) (No.2) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see ‘How Government uses your data’ section.

### **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 Deb Studerus, Data Manager.

Depending on the lawful basis above, you may 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
- a right to seek redress, either through the ICO, or through the courts.

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/>

For further information on how to request access to personal information held centrally by the DfE, please see the ‘How Government uses your data’ section of this notice.

### **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 that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Deb Studerus, Data Manager.

### **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 in **September 2024**.

### **Contact**

If you would like to discuss anything in this Privacy Notice, please contact our DPO.

### **How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports ‘longer term’ research and monitoring of educational policy

### **Data collection requirements**

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>.

### **Sharing by the Department**

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.

### **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you’re entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they’re holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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

