

**Staff Privacy Notice**  
**St Francis CE (Aided) Junior School**



**1. Who we are and what we do**

St Francis CE (Aided) Junior School are the Data Controller for your information and as such we must state how and why personal data is processed, we must also abide by data protection laws including the introduction of GDPR (General Data Protection Regulation) from 25 May 2018.

This statement is aimed at explaining our responsibilities relating to the collection, storage and use of personal data about individuals we employ or otherwise engage, to work at our school. Please contact the Data Protection Officer; Lisa Lakey if require additional information. If you wish to read more about GDPR, the Information Commissioner's Office website is an excellent resource at [www.ico.org.uk](http://www.ico.org.uk)

**2. What type of personal information do we collect and how do we collect it?**

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact information
- Date of birth, marital status and gender
- Salary, annual leave and pension information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of Right to Work in the UK documentation, references and other information included in the application form and letter of application used as part of the process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data, including Occupational Health reports (where relevant)
- Copy of driving licence, passport and utility bill etc. (for safeguarding and DBS)
- Photographs
- Data about your use of the school's information and communication systems
- Information relating to special educational needs and disabilities
- Characteristics (such as language, nationality and country of birth)

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This data will be processed in line with Article 9 and may include:

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health including any medical conditions

**How You collect Personal Information**

Whilst the majority of information we collect from you is mandatory, there is some information you can choose whether or not to provide to us, please note that there may be

serious consequences for you personally and/or the school if you fail to provide the requested information; this is especially true for safeguarding.

We collect information about you in the following ways:

- Paper forms
- Electronic forms and returns

### 3. What is our power to obtain and use the personal data?

You must have a lawful basis to process personal data. If you process special category data, you need to have one Article 6 and one from Article 9.

When we collect and use your personal information we do so in line with our legal obligations in Article 6, usually we rely on one of the following:

- **Contract** : You have entered a contract with us.
- **Legal obligation**: it is necessary to meet a legal obligation
- **Public task**: the processing is necessary for us to perform a task in the public interest or for our official functions

Less commonly, we may also use personal information about you in the following ways:

- **Consent**: You or a legal representative have given consent
- **Vital Interests**: it is necessary to protect someone in an emergency
- **Legitimate Interests** – the processing is necessary for the purpose of legitimate interests

#### Special Category Data

Special category data is any personal information that is one or more of these eight categories.

- a) Racial or ethnic origin
- b) Political opinions
- c) Religious or philosophical beliefs
- d) Trade union membership
- e) Genetic data
- f) Biometric data
- g) Health Data

We do not currently collect data using all of these categories but data collection in the relevant categories is collected in line with Article 9. When we collect special category personal information we rely on one of the following in most cases:

- **Comply with a law** We need this for Employment, or Social Security or Social Protection Law.
- **Legal Rights**: We need it for a legal case or a legal reason
- **Health and Social Care** We use it to deliver health or social care services including occupational health.
- **Public Health** it is necessary to protect public health
- **Archiving, Research or Statistical Purposes**. We use it for archiving, research, or statistical purposes

Less commonly we use the following:

- **Explicit consent** You or your representative gave us explicit consent.

- **Vital Interests.** Someone is in danger and who cannot give consent.
- **Public Domain:** you have made your information publicly available
- **Substantial Public Interest.** The processing is necessary to benefit society as a whole.

#### 4. What is your personal information used for?

The school collects and processes information about you for the following purposes:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable disability and ethnicity monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- To ensure your health, safety and welfare at work

#### 5. Will your personal information be shared?

The school will not share your personal information with any third party without your consent, unless the law or our policies allow us to do so. The school routinely shares information with:

- Local Education Authority - Durham County Council – to meet our legal obligations to share certain information with it, such as payroll, school improvement, Occupational Health and safeguarding
- The Department for Education (DFE) - to meet our legal obligations to share certain information such as the staff profile and to respond to the School Workforce Census
- Our regulator Ofsted, - to monitor quality and effectiveness
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Professional advisers, consultants and students – to support educational needs, social, emotional and mental health
- Charities and voluntary organisations – to support breadth of curriculum (if additional consent is required it will be sought prior to engagement of these services).
- Police forces, courts, tribunals- to meet our legal obligations to share certain information
- CPOMS – used to record child protection and behaviour/incidents in school providing chronology of events

#### 6. How do we keep your personal information secure?

The security of your paper and electronic personal 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.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

#### 7. How long will we keep your personal information?

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the school's retention schedule and record management which is based on the Information and Records Management Society's toolkit for schools. Copies of this schedule are available on request from the School Office.

#### **8. Is your personal information processed outside the European Economic Community (EEC)?**

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.

#### **9. Marketing (if applicable)**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express consent.

#### **10. What are your Information Rights?**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- to have any inaccuracies corrected;
- to have your personal data erased;
- to place a restriction on our processing of your data;
- to object to processing; and
- to request your data to be ported (data portability).

To exercise any of these rights or request information on the personal information that is held, please contact the school – [stfrancis@durhamlearning.net](mailto:stfrancis@durhamlearning.net)

To learn more about these rights please see the [ICO website](#).

If something goes wrong with your personal information, or you have questions about how we use it, please contact Miss Hockaday the Data Protection Officer by emailing [m.hockaday300@stfrancisjunior.org.uk](mailto:m.hockaday300@stfrancisjunior.org.uk)/[stfrancis@durhamlearning.net](mailto:stfrancis@durhamlearning.net) or by calling 01325 300236.

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

**Telephone:** 0303 123 1113 (local rate) or 01625 545 745

**Fax:** 01625 524 510