

# St. Gregory's Catholic High School



## Privacy notice for the school workforce

The categories of personal information that we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register.

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To comply with Government census requirements
- For communication purposes

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract
- Making communication with workforce when not in school

We collect your personal information via the following methods:

- Application Forms
- Updates by individuals

Whilst the majority of information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice. Your personal information is retained in line with the school's Records Management Policy. For more information about how we securely store your information, please see the school's Data Protection Officer, Mrs Field.

We routinely share your information with:

- The LA
- The Archdiocese of Liverpool
- The Department for Education

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

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

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

# St. Gregory's Catholic High School



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

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

- Informs the DfE's 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

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required
- The level and sensitivity of the information requested
- The arrangements in place to securely store and handle the information

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

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you
- Object to the processing of your information 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
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal information we hold about you, please contact Paula Field.

If you are concerned about the way we are collecting or using your information, require further information about how we and/or the DfE store and use your personal data please raise your concern with Paula Field in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>, visit the Gov.UK [website](#), or download our GDPR Data Protection Policy and Records Management Policy.