



St. John Bosco R.C Primary School

With Jesus in our hearts, we love, pray, learn and play.

Privacy Notice (How we use colleague data)

We at St John Bosco Primary School are a Data Controller for the purposes of the UK General Data Protection Regulation (GDPR) and Data Protection Act of 2018.

Personal data is held by the school for those employed or otherwise engaged to work at the school or at the Local Authority. This is to assist in the smooth running of the school and/or enable individuals to be paid.

Why we collect and use this information

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Contact individuals and their relatives / next of kin in an emergency
- Facilitate safe recruitment and safeguard pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

The lawful basis on which we process this information

We process and use this information under Articles 6 and 9 of the GDPR (General Data Protection Regulations):

- Article 6.1c - Processing is necessary for compliance with a legal obligation to which the controller is subject
- Article 6.1e - Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller
- 9.2b - Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest (refer to article 6 of GDPR)

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data:

We will not process special categories of data (ethnic origin, political opinions or religious beliefs) unless specific consent has been obtained. (refer to Article 9 of GDPR guidance).

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 GDPR, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

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

- **personal information** (such as name, date of birth, employee or teacher number, national insurance number, marital status, and contact details)
- **financial information** (bank account details, payroll records, National Insurance number and tax status information.
- **medical information** that is relevant.
- **special categories** of data including characteristics information such as gender, age, ethnic group, and trade union membership.
- **recruitment information**, including copies of right to work documentation, references, and other information included in a CV or cover letter or as part of the application process such as DBS certification.
- **contract information** (such as start dates, hours worked, post, roles and salary information)
- **work absence information** (such as number of absences and reasons)
- **third-party data** (next of kin and emergency contact numbers)
- **qualifications and employment records** (work history, job titles, working hours, training records and, where relevant, subjects taught)
- salary, annual leave, pension and benefits information
- **performance information** including disciplinary and/or grievance procedures
- **Images** including driving licenses, photographs, and CCTV footage
- data about your use of the school's information and communications system

Who we share this information with

We routinely share this information with:

- Our Local Authority – Manchester City Council
- The Department for Education (DfE)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

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.

Local authority – Manchester City Council

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.

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

Data collection requirements

The DfE 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-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 Mrs Glean at the school office on 0161 740 7094, or by emailing contact@st-johnbosco.manchester.sch.uk

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/>

Storing this 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. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy (staff personnel files are destroyed 6 years after employment has ceased). You can obtain a copy of your personnel file by contacting the School Business Manager.