

**St Ignatius Primary School**

 **Employee Privacy Notice**

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| Policy Originator | St Ignatius Primary School |
| Person /Governor Responsible | Lourdes Keever |
| Status | Statutory |
| Last reviewed | January 2019 |
| Ratified on |  |
| To be next reviewed | January 2020 |
| Signed |  |

**School workforce data that collects processes, holds and shares**

This include:

* Personal information (such as name, employee or teacher number, national insurance number, personal address, personal email address, personal telephone number, date of birth, relevant medical information);
* Special categories of data including characteristics information such as gender, age, ethnic group and disabilities;
* Contract information (such as start dates, hours worked, post, roles, salary information, other payroll information);
* Work absence information (such as number of absences and reasons);
* Qualifications (and, where relevant, subjects taught), training records and professional memberships;
* Next of kin and emergency contact details;
* Disciplinary and grievance information;
* Performance information.

**Why St Ignatius collects and uses this information**

St Ignatius uses 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;
* Comply with employment and other laws;
* Ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness benefits;
* Ensure meaningful equal opportunity monitoring and reporting.

**The lawful basis on which St Ignatius** **process this information**

St Ignatius processes this information under General Data Protection Regulation:

* Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
* Article 9(2)(b) processing is necessary for the purpose 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.

**Collecting this information**

Whilst the majority of information you provide to the School is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation St Ignatius 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**

St Ignatius holds various workforce data for legal and or business reasons and is stored in line with the School’s GDPR Data Protection Policy.

The School stores data is only for as long as is necessary to complete the task for which it was originally collected.

The retention period of employee data varies depending on the nature of the information. The following summarises some of the key data collated by St Ignatius will collate and retain workforce data.

We will apply best practice on data retention for example, the Information Management Toolkit for Schools when deciding how long to retain data.

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| Personnel File (e.g. Absence data, Disciplinary and Grievance records, CPD and Recruitment data). | Termination of employment + 6 years |
| Allegation of a child protection matter | Until retire (or 10 years from allegation if longer) / **take advice** |
| Malicious allegation of a child protection matter | Dispose at end of case **/ take advice** |

**Who does St Ignatius** **shares this information with?**

St Ignatius routinely share this information with:

* Haringey Council;
* the Department for Education (DfE).

**Why St Ignatius** **shares school workforce information**

St Ignatius does not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

**Haringey Council**

St Ignatius is required to share information about its workforce members with Haringey Council under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

**Department for Education (DfE)**

The School shares 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.

The School is required to pass information about our pupils to 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. 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 Mr C J Bonner.

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 the School is collecting or using your personal data, we ask that you raise your concern with the School 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: Mr C J Bonner c/o School Administrator (email: admin@st-igs.haringey.sch.uk or call: 02088002771)