

Privacy Notice (How we use workforce information)

Version and date issued – v2 11.06.2021

At St Joseph's Specialist Trust ("St Joseph's") we collect and hold personal information relating to our staff, those whom we employ and those who volunteer.

We do this to assist in the running of our organisation.

At St Joseph's we take the security of your personal data very seriously. When you apply to join us and throughout your time at St Joseph's you may be asked to provide personal data and consent to the use of personal information.

The categories of information that we process include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group, religion)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- details regarding right to work in the UK
- personal identification (such as a copy of your passport)
- safeguarding information and DBS (Data Barring Service) information; a regularly updated enhanced criminal record check for working with adults and children. This can include overseas police checks
- medical information (such as doctors contact details, physical and mental health conditions, dental health, allergies, medication and dietary requirements)
- occupational health referrals and reports
- disability information
- risk assessments
- disciplinary and capability records
- photographs and videos (such as newsletter items)
- CCTV images
- next of kin/preferred contact details (for emergency use)
- bank details for payroll use
- maternity information

This list is not exhaustive, to access the current list of categories of information we process please contact GDPR@st-josephscranleigh.surrey.sch.uk with a request for further information.

Why we collect and use workforce information

We use workforce data to:

- a) Visualise the development of a comprehensive workforce and plan deployment
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

- d) keep children safe
- e) support the health and wellbeing of our staff
- f) provide staff safeguarding and pastoral care
- g) comply with the law regarding data sharing
- h) maintain our own finances, accounts and records
- i) monitor staff attendance
- j) to maintain the quality of our provision for all stakeholders

Our legal basis for processing this information under the General Data Protection Regulation (GDPR)

We only collect and use workforce personal data when the law allows us to. This is the lawful basis under the GDPR on which we use this information:

Article 6

1. "Processing shall be lawful only if and to the extent that at least one of the following applies":

Most commonly it is used by St Joseph's for the purposes of:

☐ Contract –

(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"

Less commonly we may also lawfully process workforce data held under a special category: **Article 9**

1. "Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited".

2. "Paragraph 1 shall not apply if one of the following applies":

For example, in order for us to –

☐ Carry out legal obligations as an employer (the data controller) -

(2) b) "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"

Collecting workforce information

Staff data is essential for the organisation's operational use. We collect most personal information via completion of forms. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, 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 in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule.

Who we share workforce information with

We routinely share this information with:

- the Department for Education (DfE) / ESFA
- Local Authorities
- The National Office for Statistics
- Others employers where we have express consent (employee reference requests etc.)

Why we share school workforce information

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

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 children and young people with the Department for Education (DfE) for the purpose of those data collections, under:

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) (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 about how Government uses your data and 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-andcensuses-for-schools>.

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 email GDPR@stjosephscranleigh.surrey.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
- 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Our Data Protection Officer Satswana Ltd by email at GDPR@st-josephscranleigh.surrey.sch.uk