



**St. John the Baptist**  
Catholic Primary School

*We will prepare the way by loving, living and learning with the Lord*

## **GDPR Privacy Notice for the School Workforce – How we use your information**

### **Who are we?**

St John the Baptist Catholic Primary School is the ‘data controller’. This means we are responsible for how your personal information is processed and for what purposes.

St John the Baptist Catholic Primary School is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: Z905128X.

You can contact the school as the Data Controller in writing at: Arran Way, Smith’s Wood, Birmingham B36 0QE or [88office@sjb.solihull.sch.uk](mailto:88office@sjb.solihull.sch.uk) .

### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our pupils and parents.

### **Who processes your information?**

The school is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the school, Mr I. Gallagher can be contacted on [s88igallagher@sjb.solihull.sch.uk](mailto:s88igallagher@sjb.solihull.sch.uk)

Warwickshire School DPO Service is the data protection officer. Their role is to oversee and monitor the school’s data processing practices.

Where necessary, third parties may be responsible for processing staff members’ personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members’ privacy rights.

### **Why do we need your information?**

St John the Baptist Catholic Primary School has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- School Staffing (England) Regulations 2009 (as amended)
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

### **Which data is collected?**

The personal data the school will collect from the school workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- DBS numbers

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP.

### **How is your information shared?**

**St John the Baptist Catholic Primary School** will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Name
- Address
- Educational background
- References
- Work history
- Contact details
- Changes to staff salaries

### **How long is your data retained for?**

Staff members' personal data is retained in line with St John the Baptist Catholic Primary School's Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that St John the Baptist Catholic Primary School holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) in relation to how St John the Baptist Catholic Primary School processes their personal data.

**How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.sjb.solihull.sch.uk](http://www.sjb.solihull.sch.uk), the Gov.UK [website](#), or download our GDPR Data Protection Policy and Records Management Policy.

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**Declaration**

I, ....., declare that I understand:

- St John the Baptist Catholic Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data St John the Baptist Catholic Primary School
- St John the Baptist Catholic Primary School may share my data with the DfE, and subsequently the LA.
- St John the Baptist Catholic Primary School will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with St John the Baptist Catholic Primary School’s Records Management Policy.
- My rights to the processing of my personal data.

**Name of staff member:** \_\_\_\_\_  
**Signature of staff member:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

Appendix 1

**Table 1** – Personal information we are required to process to comply with the law:

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category– additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Staff information, including personal details, NI number, DBS checks, qualifications, verification of right to work in the UK	Education Act 2005, Section 114 and accompanying regulations		Secretary of State, Warwickshire School DPO Service, Solihull Council, Disclosure and Barring Service	Legal Obligation
School workforce Census including staff personal details	Education Act 2005, Section 114 and accompanying regulations		Department of Education	Legal Obligation
School workforce Census – Staff Ethnicity	Education Act 2005, Section 114 and accompanying regulations	Consent	Department of Education	Legal Obligation
Accident Records	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 2013		Health & Safety Executive, and Local Authority Health & Safety team (where necessary)	Legal Obligation
Individual Staff Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP)	Health and Safety at Work etc Act 1974 and accompanying legislation		Not shared externally	
Qualifying Complaint Information	Education Act 2005, Section 11B		Chief Inspector	Legal Obligation
Verification of Right to Work in the UK (Single Central Record)	Immigration, Asylum and Nationality Act 2006, Section 15		Local Authority, Ofsted	Legal Obligation

**Table 2** – Personal information we are required to process as it is necessary to protect someone’s vital interests

<b>Information Type</b>	<b>Special Category - additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent OR Necessary for preventative/occupational medicine	Medical staff i.e. paramedics/ ambulance. Responsible/First Aid trained staff on residential trips	Vital interest
Staff Dietary Requirements (food allergies)	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ ambulance.	Vital interest
Medical Conditions & Staff Emergency Contact Details	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ ambulance. Responsible/First Aid trained staff on residential trips	Vital interest
Religious Belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical staff i.e. paramedics/ ambulance	Vital interest

**Table 3** - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

<b>Information Type</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
Photographs	Local Press/Media, Parents & Community (Newsletter, School Website, Twitter, annual Prospectus, internal school displays, staff photo board)	Consent
Staff email address and mobile number	Parents and other members of staff	Public Task

**Table 4** - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Attendance records at staff meetings and staff training		Not shared externally	Public Task
Staff personal characteristics i.e. Religion/Gender/Ethnicity	Consent	Local Authority – Confidential Recruitment Monitoring, Diocesan Education Service annual census	Public Task & Statistical Purposes
Medical Conditions (including allergies)	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ ambulance.	Vital interest

**Table 5** - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract

Information Type	Third Parties with whom we share the information.	Lawful reason for sharing
Recruitment Information – Application forms, interview notes, medical questionnaires & references	Solihull Local Authority & Ofsted	Public Task/ Legal Observation
Absence Records (including number of absences, reasons for absence & self-certification forms)	Local Authority – HR & Payroll Team	Public Task
Disciplinary action taken	Local Authority – HR advisory team where relevant	Public Task
Grievances	Local Authority – HR advisory team where relevant	Public Task
Staff information i.e. name, DOB, address, contact details, emergency contact details	Department of Education – school workforce census	Legal Observation
P45 forms	Local Authority – HR & Payroll Team	Public Task
Consent forms i.e.	Not shared externally	

GDPR, Policy Agreement		
Staff personal bank details	Local Authority requirement for payroll system	Contract
Appraisal records, appraisal notes, feedback from colleagues, objectives, updated job descriptions, pay & promotion recommendations	Not shared externally	
Staff information, including personal details, NI number, DBS, address, phone number	Secretary of State, Solihull Council, Disclosure & Barring Service	Legal Observation