



# St Bede's Catholic Primary School & Nursery

## Privacy Notice (How we use workforce information)

This notice explains how we use information about you and what we do with it. We call this information about you 'personal data' or personal information'.

### The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, date of birth)
- personal contact information (address, contact numbers, next of kin)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- 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 employment records (such as work history, job titles, training records)
- recruitment information (such as copies of right to work documentation, references, copy of passport and/or driving licence)
- outcomes of disciplinary and/or grievance procedures

This list is not exhaustive, please contact the school's Data Administrator if you require more information.

### Why we collect and use workforce information

The purposes and lawful basis for St Bede's Catholic Primary School to collect and use workforce data are as follows:

- a) to enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safe recruitment as part of our safeguarding obligations towards pupils
- e) allow better financial modelling and planning
- f) comply with the Department for Education (DfE) regulations

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the purposes of employment in accordance with the legal basis of Article 6 (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;

In addition, concerning any special category data:

- 9 (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

We collect personal information via the recruitment process: application forms, qualification certificates, private documents etc.

Workforce data is essential for the school's / local authority's operational use. 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.

We create and maintain an employment file for each staff member. This takes the form of a paper file and information is stored electronically on RM Integris. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment. We also store information electronically via CPOMs/Staff Safe which is password protected and accessible only via key members of staff.

## Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- Inventry (door entry system) – we provide personal data necessary for Inventry to provide services under the lawful basis of consent
- CPOMs and Staff Safe
- RM Integris
- LBR Payroll
- Wendy Leach, independent HR advisor
- SAS – staff absence insurer (includes occupational health advice)

## 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.

## CCTV

Our school uses Closed Circuit Television cameras for the purposes of monitoring our premises. There are visible signs showing that CCTV is in operation and images from this system are securely stored for 30 days where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## Local authority

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

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 statutory data collection 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 our school employees with the Department for Education (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, please see 'How Government uses your data' section.

## 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 the school's Data Administrator.

You also have the right to:

- ask us for access to information about you that we hold

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

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/>

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school's Data Administrator.

## International transfers and processing

We do not process any personal information outside of the European Economic Area, only in the case of an international candidate requesting us to do so.

## Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on 9<sup>th</sup> June 2021.

## Contact

If you would like to discuss anything in this privacy notice, please contact:

Gill Melder (Data Protection Administrator)  
 School Business Manager  
 St Bede's Catholic Primary School & Nursery  
 Canon Avenue  
 Chadwell Heath  
 Essex RM6 5RR

Please note our Statutory Data Protection Officer details are below:

Pervinder Sandhu  
 London Borough of Redbridge  
 Lynton House, 255-259 High Road, Ilford, IG1 1NY

[dataprotection.schools@redbridge.gov.uk](mailto:dataprotection.schools@redbridge.gov.uk)

Alternatively, should we not be able to provide a satisfactory answer to your request in the first instance, you may wish to contact the Information Commissioner's Office (ICO) directly using the following details:

Information Commissioner's Office  
 Wycliffe House  
 Water Lane  
 Wilmslow  
 Cheshire  
 SK9 5AF

0303 123 1113

[www.ico.org.uk/concerns/](https://www.ico.org.uk/concerns/)