



Privacy Notice Employee Data

Our Lady & St Joseph Catholic Primary School as a body corporate is known as the Data Controller under the General Data Protection Regulation. However, the Designated Data Controllers and Data Protection Officer will deal with day to day matters.

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 the General Data protection regulation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in it.

Employee Information

Our Lady and St Joseph holds and processes personal data and sensitive personal data about its current, past or prospective staff and others who are defined as data subjects under the General Data Protection Regulation. This information is normally initially provided to the school by a prospective member of staff on an application form and is added to by the school over the course of employment, the school may also receive information regarding the individual from their previous employee and/or the local authority.

Personal data is data relating to a living individual who can be identified from that information or from that data and other information in the schools possession. The information will include name, address, telephone number, staff number, disciplinary actions, banking details, emergency contact details and any relevant medical information. It can also include expressions of opinions about an individual. Sensitive Data relates to racial or ethnic origin, religious beliefs, health, criminal convictions. Personal data concerning disability is sensitive data.

What we do with Employee Data

All the personal data we process is processed by the School Business Manager, and Headteacher in the UK however for the purposes of IT hosting and maintenance this information is located on servers in Ireland. No 3rd parties have access to pupil personal data unless the law allows them to do so. We will not collect any personal data from you we do not need.

The school needs to process certain personal data about its staff for a number of administrative purposes:

- Managing Human Resources processes such as recruitment, payment of salaries and pensions, performance management, and training and development
- Providing facilities such as the IT service
- Monitoring equal opportunities
- Preventing and detecting crime, such as using CCTV and using photographs on school website
- Maintaining contact with past employees
- Provision of wellbeing and support services



- Compliance with legal obligations such as making external/statutory returns to the Higher Education Statistics Agency (HESA)

The school processes sensitive personal data for a number of administrative purposes:

- Equal opportunities monitoring
- Managing Human Resources processes such as administering Sick Pay and Sick Leave schemes, managing absence, administering Maternity Leave and related pay schemes
- Managing a safe environment and ensuring fitness for work
- Managing obligations under Equal Opportunities legislation
- Provision of occupational health and wellbeing services to individuals

We will not give information about our employees to anyone without your consent unless the law and our policies allow us to do so.

Local Authorities

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.

Human Resources Provider

We are required to share employee information to process staff contacts and any employment related issue.

Department of 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.

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 Provisions). All state funded schools are required to make a census submission because it is a statutory return under the sections 113 and 114 of the Education Act 2005.

To find out more about the data protection collection requirements placed on us by the DfE 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 uses. Decisions on

whether DfE releases personal data to third parties are approval process and based on detailed assessments of:



- Who is requesting the data
- The purpose for which it is required
- The level and sensitivity of data requested
- 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 departments 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>

How long we keep Employee Data

We are required by law to retain different types of employee data for various periods of time. Full retention periods on all data held can be found via our policies section on our website.

<https://www.olsj.towerhamlets.sch.uk>

What are your rights

If at any point you believe the information we hold/process is incorrect you can request in writing to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer to have the matter investigated.

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office

<https://ico.org.uk/>

If you want to receive a copy of the information we hold about yourself or would like to discuss anything in this privacy notice, please contact:

Mrs Lucy Henderson
Data protection Officer
Our Lady and St Joseph Catholic Primary School
Wades Place
E14 0DE
Tel: 0203 764 8860
lucy.henderson@olsj.co.uk

Louise Manthorpe
Data Protection Officer
Connetix – IG@connetix.co.uk
Tel: 0203 813 8704



OLSJ
OUR LADY + ST JOSEPH
CATHOLIC PRIMARY SCHOOL

