

Privacy Notice for St George Catholic VA College, Southampton, Workforce

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

St George Catholic VA College, Southampton collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the general Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as “controller” of that personal information for the purposes of those laws. Our data Protection Officer is David Walford.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Contact details(including current address, telephone numbers, Next-of-Kin contact details)
- Payroll information
- Relevant medical information

Why we collect and use this information

We use school 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
- support pension payments and calculations
- enable sickness monitoring
- enable leave payments (such as sick pay, maternity and paternity leave)
- fulfil our duty of care towards our staff
- inform national workforce policy monitoring and development
- inform financial audits of the school

The lawful basis on which we process this information

We rely on having a legitimate interest as your employer to collect and use your personal information, and to comply with our statutory obligations (GDPR Article 6 Section 1c), and to carry out tasks in the public interest (GDPR Article 6 Section 1e). If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment GDPR Article 9 Sections b and g)

We are required to share information about our workforce members under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007

Collecting this information

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 data protection legislation, we 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

We hold school workforce data in accordance with Southampton CC Retention Policy.

Who we share this information with

We routinely share this information with:

- Southampton City Council
- the Department for Education (DfE)
- Capita HR our payroll provider
- Medigold Health our occupational health service provider
- The Catholic Education Service

Why we share school workforce information

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

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 (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.

We are required to share information about our school employees with our local authority (LA) and the Department for Education (DfE) under section 5 of the Education (Supply of

Information about the School Workforce) (England) Regulations 2007 and amendments.

Capita HR

We share personal data with Capita HR so that we can make salary payments, pension deductions, tax and national insurance contributions and administer your pension. For further information on how Capita Plc use your information please and your rights please contact Capita HR Pay hqs-southampton@capita-services.co.uk or Capita HR Pay, 1st Floor, One Guildhall Square. Southampton, SO14 7FP.

Medigold Health

Prior to starting work you will be asked to complete a medical questionnaire to determine that you are medically fit to undertake the role and establish whether any adjustments to the role will be needed. There may be times when we need to refer you to occupational health. This will only be done in accordance with our sickness policy. We use an external occupational health service provider, Medigold Health, and your medical questionnaire will go directly to them to process. The information provided will only be shared with your line manager with your consent. For further information on how Medigold use your information and your rights, please refer to <http://www.medigold-health.com/>

Data collection requirements

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 Provision). 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 David Walford, the Data Protection Officer

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 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/>

Further information

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

David Walford Data Protection Officer St George Catholic VA College
dwalford@stgcc.co.uk

Chris Thornton Data Protection Officer Southampton City Council
chris.thornton@southampton.gov.uk