

St George Catholic VA College, Southampton

Privacy Notice (How we use workforce information)

The categories of information that we process include:

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, FTE, role)
- work absence information (such as number of days missed due to sickness absence)
- qualification level and employment records, including work history, job titles, working hours, training records and professional memberships
- contact details (including current address, telephone numbers, next-of-kin contact details)
- recruitment information, including copies of right to work documentation, references and other information included as part of the application process
- payroll information including bank account details and tax status information
- outcomes of any disciplinary and/or grievance procedure
- performance information
- relevant medical information
- copy of driving licence
- photographs and CCTV images captured in school

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) improve the management of workforce data across the sector
- c) inform the development of recruitment and retention policies
- d) enable individuals to be paid
- e) enable monitoring of selected protected characteristics
- f) support pension payments and calculations
- g) enable sickness monitoring
- h) enable leave payments (such as sick pay, maternity and paternity leave)
- i) fulfil our duty of care towards our staff
- j) inform national workforce policy monitoring and development
- k) inform financial audits of the school
- l) facilitate safe recruitment, as part of our safeguarding obligations towards pupils

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 **(a), (b), (c), (d), (e), (f), (g), (h), (k) and (l)** in accordance with the legal basis of Public task, collecting the data is necessary to perform tasks that schools are required to perform as part of their statutory function
- for the purpose of **(i)** in accordance with the legal basis of Vital interests , to keep staff safe

- for the purpose of **(j)** in accordance with the legal basis of Legal obligation: data collected for DfE workforce census under
 - section 5 of the Education (Supply of Information about School Workforce) (England) Regulations 2007

In addition, concerning any special category data:

- In the case of ethnicity, religious beliefs and biometric data the data subject has given explicit consent to the processing of those personal data GDPR Article 9 Sections b and g

Collecting workforce information

We collect personal information via data collection forms.

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 Southampton CC Retention Policy

Who we share workforce information with

We routinely share this information with:

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

Why we share 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.

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 of educational attainment.

Capita Business Services Ltd

We share personal data with Capita Business Services Ltd so that we can make salary payments, pension deductions, tax and national insurance contributions and administer your pension. For further information on how Capita Business Services Ltd uses your information and your rights please contact them at The Grange, Ground Floor, Chichester,

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/>

The Catholic Education Service

As part of its role in supporting its schools and exercising the Bishop's responsibilities (including oversight of the provision), the Diocese carries out Canonical Inspections under Canon 806 and section 48 Education Act 2005.

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 workforce with the Department for Education (DfE) for the purpose of those data collections, under:

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

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to 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 David Walford, Data Protection Officer, St George Catholic VA College. dwalford@stgcc.co.uk

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 31 August 2021.

Contact

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

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs government policy on matters related to child and family social workers
- may be used to inform the distribution of funding to local authorities
- supports 'longer term' research and monitoring of children's social care policy

Data collection requirements

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/guidance/childrens-social-work-workforce-census-guide-to-submitting-data>

Sharing by the Department

The Department may share information about 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 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.

To contact the department: <https://www.gov.uk/contact-dfe>