



Privacy Notice (How we use workforce information)

The school workforce includes all those employed by St John's Catholic School for the Deaf, either on a paid, contracted or voluntary basis.

This privacy notice does not form part of your contract of employment and the School may amend this notice at any time.

The categories of school information that we process include:

- Information about you is gathered during the recruitment process as follows:
 - Information about your education, qualifications and professional achievements
 - You will provide certain information to us, for example, on your application form and during any interviews
 - We may obtain information from publicly available sources such as your social media profiles
 - We will receive your personal information (from you and third parties) when we carry out pre-employment checks, for example, when we receive references, confirmation of your fitness to work, your right to work in the UK and criminal records checks
- We will hold information about your job performance. This includes skills, achievements, career progression, performance and disciplinary related matters
- We hold and use your financial information such as your bank details, salary and pension details
- We will hold information about any physical or mental health condition you may have which is disclosed to the School during the recruitment process or at any stage during your employment
- We will hold information about any protected characteristics you may have (e.g. disability) which you provide
- Your personal information may be created by the School during the course of your employments – for example certain letters, emails, photos or video recordings
- Your personal information may be acquired from outside the School community such as occupational health practitioners, or from public authorities such as the Police

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) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safer recruitment
- e) support effective performance management
- f) ensuring that we provide a safe and secure work environment
- g) allow better financial modelling and planning
- h) protecting and promoting the school's interests

Our legal grounds for using your information

1. Legitimate interests

This means the school is using your information when this is necessary for the school's legitimate interests, except when this would be unfair to you. We rely on legitimate interests for many of the ways in which your information is used:

- Looking after your welfare
- Safeguarding and promoting the welfare of pupils
- Ensuring the security of the school site by issuing you with a photo ID card
- Promoting the objects and interests of the school. This includes promoting the school via publicity material or on the school website where photos of you may be used
- Making sure that you are complying with your employment obligations
- Using your information in connection with legal disputes, for example if a parent were to bring a claim against the school
- Facilitating the efficient operation of the school
- Ensuring that all relevant legal obligations of the school are complied with

2. Contractual obligation

We need to use your information in order to comply with our contractual obligations, for example

- Paying our salary into your bank account
- Providing personal information to a pension provider
- Managing holidays of additional hours worked

3. Legal obligation

We must comply with various laws and this entitles us to use your information where necessary, for example

- Making sure you have the right to work in the UK
- Fulfilling our duty of care to you and your colleagues
- Fulfilling our safeguarding duties toward pupils
- We may be legally obliged to disclose your information to third parties such as the DBS, local authorities or police

4. Vital interests

We may use your information where this is necessary to protect your vital interests or someone else's, for example, to prevent someone from being seriously harmed or killed

5. Performance of a task carried out in the public interest

We may use your information for a variety of reasons in the public interest, for example

- Facilitating our teaching requirements, for example deciding where best to deploy staff based on their knowledge, experience and qualifications

- Looking after the welfare and development of you and others
- Safeguarding and promoting the welfare of pupils
- Ensuring the security of the school premises and grounds
- Making sure that you are complying with your employment obligations
- Facilitating the efficient operation of the school
- Ensuring that we comply with all our legal obligations

If you object to us using your information when we are relying on this basis please speak to the Business Manager

The school must also comply with an additional condition where it processes **special categories of personal information**. These special categories are as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and information about sex life or orientation. The grounds we are relying on to process special categories of personal data are set out below:

1. Employment social security and protection

This processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the school and staff in the field of employment, social security or social protection.

2. Vital interests

To protect the vital interests of any person where that person cannot give consent, for example if they are seriously hurt or unconscious.

3. Legal claims

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

4. Medical purposes

This includes medical treatment and the management of healthcare services

5. Substantial public interest

The school is also allowed to use special categories of personal information where doing so is necessary in the substantial public interest. This is similar to 'public interest' (point 5 above). For example the school may use special categories of information when providing an education to pupils, looking after the welfare of pupils or when the school is inspected.

Collecting workforce information

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 data collection legislation, 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 keep your information for as long as we need in relation to your employment – this is usually a minimum of 7 years after you have left the school. We will keep some information after you have left the school in relation to our legal obligations.

Who we share workforce information with

- We will share your information with the relevant agencies and authorities to fulfil our statutory duties in relation to your employment, for example the HM Revenue and Customs and the Department for Education.
- We may need to share your information with the Disclosure and Barring Service or your professional licencing body when carrying out safer recruitment checks or making a referral.
- We may use consultants, experts and other advisors to assist us in fulfilling our obligations and to help us run the school professionally. We may share your information with them if it is relevant to the work they carry out.
- In accordance with our legal obligations we may share information with Ofsted or other regulatory bodies
- We may share some of your information with our insurance company, for example if there has been a serious incident in the school
- If the school is dealing with a complaint or grievance we may share your information with other parties, for example relevant staff at the school, the complainants and the school governors.
- We may share personal information about staff with the relevant statutory agencies when they are investigating any allegations of misconduct
- We may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. This may include CCTV recordings.
- We may share your information with parents and pupils where this is related to your professional duties
- We may need to share your information in an emergency, for example if you are hurt in an accident
- We will share your information with the Diocese of Leeds in relation to your length of service and as part of any audits or inspections.

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.

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 Data Protection Officer, Adrian Stygell (contact details available from school office).

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
- a right to seek redress, either through the ICO, or through the courts

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/>

Contact

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