

Privacy Notice (School Workforce Information)



NEWMAN CATHOLIC SCHOOL

PRIVACY NOTICE

Privacy Notice – How we use school workforce information

The categories of school information that we process include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- 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, where relevant, subjects taught)
- Relevant medical information
- Payroll information

Why we collect and use workforce information

We use 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

We collect and use employee information under Article 6(1)(c) and Article 9(2)(b) of the General Data Protection Regulation (GDPR).

Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing personal information for general purposes are to comply with legal obligations and for preventative/occupational medicine, assessing work capacity of an employee, diagnosis and providing health/treatment.

Collecting workforce information

We collect personal information via:

- Staff application forms
- Disclosure Barring Service
- New starter documentation
- Staff data collection forms
- Staff contract
- Occupational Health referral

- Adhoc requests i.e. car park registration numbers for staff car parking

Workforce data is essential for the school'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 a set amount of time, for more information on document retention, please contact the Finance Office.

Who we share workforce information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Payroll Administrator
- Occupational Health

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.