



Cardinal Heenan Catholic High School

GDPR – Privacy Notice for Staff

Key staff:	J Asquith
Key governor:	
Last reviewed:	12 April 2024
Approved by Governing Body:	<i>AD Glover</i>
Date:	
Due for renewal:	April 2026

Privacy Notice

(How we use school workforce information)

Categories of Information

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

- Personal information (such as name, date of birth, marital status, employee or teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, trade union membership, ethnic group, religion and biometrics
- Contract information (such as start dates, hours worked, post, roles and salary and benefits information)
- Work absence information (such as number of absences and reasons, GP and hospital notes, OH reports, relevant medical information)
- Qualifications (and, where relevant, subjects taught)
- Performance information
- Contact information (next of kin and emergency contact numbers)
- Outcomes of any disciplinary, capability and/or grievance procedures
- Data about use of school software and systems
- CCTV footage
- Recruitment information (Including copies of application forms, covering letters, right to work in UK and references)
- Pay and payroll 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 and aid the selection of staff process
- facilitate safer recruitment and as part of our school wide safeguarding obligations to students
- enable individuals to be paid
- support effective performance management
- enable effective resourcing, financial modelling, strategic planning and best value
- enable ethnicity and disability monitoring
- enable school to discharge its duty of care to individuals
- improve the management of workforce data and complete census forms accurately

The lawful basis on which we process this information

We process this information under the General Data Protection Regulations

We only collect and use personal information about you when the law allows. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example, to complete school censuses, school-level annual school censuses (SLASC), school capacity surveys

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.

Who we share this information with

We routinely share this information with:

- Our local authority – Liverpool - and their extended services provider School Improvement Liverpool
- Other Local Authorities when relevant
- Department for Education (DfE)
- Your family or representatives
- Educators and examining bodies
- Our regulator Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations such as The Archdiocese of Liverpool
- Police forces, courts, tribunals
- Professional bodies

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 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.

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.

Storing this information

Statutory retention periods

<i>Record</i>	<i>Retention period</i>
Accident books, accident records and reports	3 years from the date of the last entry. (If the accident involves a child then until that person reaches the age of 21)
Records relating to working time	2 years from the date on which they were made

Recommended (non-statutory) retention periods

Application forms and interview notes	6 months. Successful job applicant information to be transferred to the HR file.
DBS certificates	Up to 6 months
Parental leave	18 years from the birth/adoption of the child.
Personnel files and training records	6 years after employment ceases

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold.

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

To make a request for your personal information, please complete a subject access request form and forward it to Jason Asquith, School Business Manager, (j.asquith@cardinal-heenan.org.uk).

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Complaints

We take any complaints about collection and use of personal information seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with the Head Teacher in the first instance.

We may come back to you to ask for clarification or further details about your complaint before we can respond.

Further information

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

Jason Asquith, School Business Manager (j.asquith@cardinal-heenan.org.uk).

Policy review

This policy is reviewed every two years by the School Business Manager and the Headteacher.

The next scheduled review date is April 2026.