



Our Lady of Lourdes
Catholic Primary School

Privacy Notice (How we use school workforce information)

A new data privacy law has been introduced in the UK from 25 May 2018. As a result, we're publishing a new Privacy Notice to make it easier for you to find out how we use and protect your information. We won't be changing the way we use your personal information, but the new notice will provide you with additional details.

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)
- addresses
- special categories of data including characteristics information such as gender, age, ethnic group and religion
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- relevant medical information
- payroll information
- qualifications (and, where relevant, subjects taught)
- contact details for next of kin

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

The lawful basis on which we process this information

We process this information under the Education Act 1996 and the EU General Data Protection Regulation 2016/679 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

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 for the time specified in the school's data retention policy.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Other Third Party Providers as follows:-

SIMS (School Information Management System) This is used to store and manage general information such as names, addresses, contact details, medical details, next of kin, qualifications, employment contract details, absences, school dinners and dinner money etc. We use SIMS Intouch to communicate to staff and parents by email or text.)
Capita, Franklin Court, Stannard Way, Priory Business Park, Cardington, Bedford, MK44 3JZ.
Website: <https://capita-sims.co.uk>
Contact: 0800 170 7005

ParentPay (& Cypad, which is the school kitchen's software) – (Collects payments for meals, trips etc. and used to pre-order school dinners – holds staff names, dates of birth, class names, year groups, dietary requirements, address, email address, mobile numbers. Payments made by staff credit/debit card. Payments and meal selection transaction history.
For more information see ParentPay/Cypad GDPR Privacy Notices, using the following link:-
<https://www.cypad.com/gdpr/>

ParentPay (Holdings) Limited ("ParentPay Group") through its subsidiary ParentPay Limited.
The Exchange, Express Park, Bristol Road, Bridgwater TA6 4RR
Website: <https://www.parentpay.com>
Contact: 02476 994 820

ParentPay (School communication system (emails & text) to parents/staff) - holds staff names, dates of birth, class names, year groups, address, email address and mobile numbers.
For more information see ParentPay/Cypad GDPR Privacy Notices, using the following link:-
<https://www.cypad.com/gdpr/>

ParentPay (Holdings) Limited ("ParentPay Group") through its subsidiary ParentPay Limited.
The Exchange, Express Park, Bristol Road, Bridgwater TA6 4RR

Website: <https://www.parentpay.com>
Contact: 02476 994 820

Primary Site (the company we used to build and maintain our school website)
Primary Site, 20 Applegate, Newark, Nottinghamshire NG24 1JY
Website: <https://primarysite.net>
Contact: 01636 616630
(our school website address is www.ourladyoflourdesprimaryschool.org.uk)

Education Mutual (Education Mutual are a specialist provider of staff absence insurance). In the event of an unexpected sickness or other appropriate absences (where the absence lasts for more than 3 days) we are sometimes able to claim back money to help us recoup costs towards the employee's salary whilst they are off, or to provide cover whilst that member of staff is absent. They will hold your name, date of birth, gender, job title, number of hours you work each week. In the event of a claim we may be required to send them details regarding your absence history, copies of any 'self certified' sickness forms and doctors certificates. In certain circumstances they may ask you to complete a consent form for them to contact your GP and/or seek consent to attend an Occupational Health Assessment, for further information about your illness.

Education Mutual. 12 Hamilton Court, Mansfield NG18 5FB
Website: <https://www.educationmutual.co.uk/>
Contact: 01623 287840

CPOMS (Safeguarding and Child Protection monitoring software – will include staff names and job titles)
CPOMS, Meritec House, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE
Website: www.cpoms.co.uk
Contact: 0845 345 1155

School Photographer (Currently Fraser Portraits, The Broadway, Broadstone, BH18 8DP)
Used to take staff photographs for SIMS and to produce staff ID Cards. We will provide them with staff names and job titles.
Website: www.fraserportraits.com
Contact: 01202 692433

Integra (Integra is the trading arm of South Gloucestershire Council who we use for various services including HR, IT Support, Finance and kitchen staff).
Website <https://www.integra.co.uk/>

MyView – (used by Integra HR as a system to view payslips electronically – holds personal information and bank details).

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 of 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.

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>

Catholic Census

The CES Census is a survey of Catholic schools in England and Wales. It provides essential information on Catholic education from national to diocesan level, underpinning policy decisions at both local and national levels and enabling the CES to be proactive in promoting Catholic education. For more information please go to the Catholic Education Service website <http://www.catholiceducation.org.uk/ces-census>

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 Miss Rita E. McLoughlin.

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 Mrs Jayne Russell (School Business Manager) on 01454 867160.