

# SACRED HEART

## CATHOLIC HIGH SCHOOL

Fenham Hall Drive · Newcastle upon Tyne · NE4 9YH  
Telephone: 0191 274 7373 · Fax: 0191 275 1939 · [www.sacredheart-high.org](http://www.sacredheart-high.org) · email: [enquiries@shhs.org.uk](mailto:enquiries@shhs.org.uk)  
Headteacher: Mrs S Howell



### Privacy Notice (How we use Workforce Information)

Sacred Heart Newcastle SCITT and Sacred Heart Catholic High School operate under the Privacy Notice issued to all employees of the Bishop Bewick Catholic Education Trust. ITT trainees

#### The categories of workforce information that we collect, hold and/or share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start dates, hours worked, post, roles, payroll and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- Medical information & details of any accidents
- Addresses

#### Why we collect and use this information

We use the school workforce information 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
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Provide access to third party solutions to dispense your professional duties
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Create financial reports & audits

#### The lawful basis on which we use this information

We process this information under the Education Act 1996 (departmental censuses), Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 - from 25 May 2018 (excluding (f) legitimate interests).

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

#### Collecting your information

Whilst the majority of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you



whether you are required to provide certain information to us or if you have a choice in this. This will be via an employee information sheet.

### **Storing this information**

We hold school workforce data if it is lawful for us to do. Any data that we are no longer required to hold lawfully is deleted/destroyed in accordance with the school's GDPR Data Ecosystem document.

### **Who we share workforce information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Third party companies/partners who are assisting the school. All third-party companies/partners who process data on our behalf will have a data processing agreement with the school.

### **Why we share 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 educational attainment.

#### **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>

### **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 Mr Bryan Chapman (Data Protection Officer) using the details provided at the end of this document. ICO guidelines state that you must have a valid reason for requesting this data. You are not entitled to the information simply because you are interested. Please see the schools subject access request policy for further information.

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, restrict processing, erased or destroyed
- Data portability
- claim compensation for damages caused by a breach of the Data Protection regulations; and
- Withdraw consent for special categories by requesting a new employee information sheet

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the data protection officer by e-mail (below) or contact the school who will pass your details to the data protection officer.

Bryan Chapman  
Chapman Data and Information Services Ltd  
[bryan.chapman@chapmandis.co.uk](mailto:bryan.chapman@chapmandis.co.uk)

