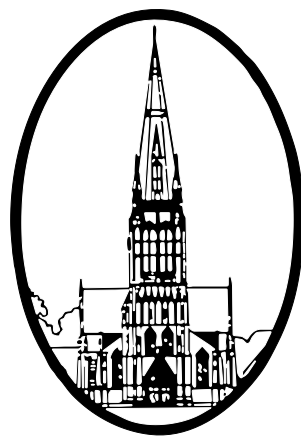


# St. Mary's C. of E. Primary School

*"St Mary's.... feeding the mind, body and spirit so we can be  
the best we can be."*



## Privacy Notice – Supply, Consultant and Contractor In- formation

Revised: September 2021

Review date: September 2024

### Mission Statement and Values

*“St Mary’s ... feeding the mind, body and spirit so we can be the best we can be.”*

We foster everyone’s potential and hunger for learning by serving up a wonderful diet of generosity, sharing and a sense of belonging. We are here to serve our community and we welcome children from all faiths and none.

Sit around the table at St Mary’s and you will discover a warm welcome and a great community!

The Spiritual Values to which we aspire are:

**Kindness:** in treating others as we would want to be treated ourselves.

**Truth:** in the choices we make and in our dealings with family, friends, school and community.

**Courage:** to stand up for what is right, overcome our fears and aspire to make a positive change.

**Hope:** about the future and know that tomorrow can be even better than today.

**Love:** for ourselves and others, knowing that God loves us.

Under General Data Protection Regulations (GDPR), we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. If it, or any information linked to it is unclear, please contact the school office, or the school’s Data Protection Officer.

We, St Mary’s C of E School at Barn Street, London, N16 0JT are the Data Controller for the purposes of data protection law.

As a public body, we have appointed **Shard Business Services** to act as our Data Protection Officer (DPO), who are contactable in the following ways:

Email: [dpo@shardbusinessservices.co.uk](mailto:dpo@shardbusinessservices.co.uk)

Phone: 07516068886

**1. The categories of information that we collect, hold and share include but are not limited to:**

- Personal information (such as name, address, national insurance number).
- Contact details and preference (contact telephone numbers, email addresses, addresses)

- Characteristics and equal opportunities monitoring information, including information about your ethnicity, sexual orientation, religion, language, nationality, country of birth, health and religion or belief, where this has been provided.
- the terms and conditions of your deployment with us including contractual terms;
- details of your qualifications, skills, experience and employment history where required, including start and end dates, with previous employers and with the organisation;
- details of your national insurance number;
- payment details where applicable;
- information about your emergency contacts or associated procedure, marital status, next of kin, dependants and emergency contacts;
- information about your entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holidays, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warning issued to you and related correspondence;
- assessment of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence,
- information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services);
- Photographs (for internal safeguarding & security purposes, school newsletters, media and promotional purposes).
- CCTV images

We may also hold personal data about you from third parties, such as references supplied by former employers or service users, information provided during the completion of our pre-deployment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

## **2. Why we collect and use this information**

The purpose of collecting and processing this data is to help us run the school efficiently, including to:

- Enable you to be paid
- Facilitate our safer recruitment of staff, as part of our safeguarding obligations towards pupils
- Fulfil our legal obligations in relation to Keeping Children Safe in Education
- Fulfil our legal obligations in recruiting staff
- Support effective performance management and appraisals
- Support effective management of the school workforce, along with the implantation of its policies and procedures
- Develop all aspects of the school operationally
- Inform our operational procedures

- Allow better financial modelling, administration, and planning
- Provide references where requested
- Equalities monitoring and reporting
- Respond to any staffing issues
- Improve the management of workforce data across the sector
- Support the work of the School Teacher's Review Body
- Allow us to fulfil our legal and contractual obligations
- To assess the quality of our services
- To comply with the law regarding data sharing

### **3. The lawful basis on which we use this information**

Our lawful basis for collecting and processing your information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

- (a) Data subject gives consent for one or more specific purposes.
- (c) Processing is necessary to comply with the legal obligations of the controller.
- (d) Processing is necessary to protect the vital interest of the data subject
- (e) Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) It is necessary to fulfill the obligations of controller or of data subject.
- (c) It is necessary to protect the vital interests of the data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- (i) It is in the public interest

A full breakdown of the information we collect on Supply Staff, Contractors and Consultants can be found on the record of processing policy.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn. Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **4. Collecting Your Information**

Whilst the majority of information you provide to us is mandatory our related to our mutual contractual obligation, 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 your information to us or if you have a choice in this. Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

### **5. Storing your data**

We create and maintain filing system related to these individuals. The information contained in these files is kept secure and is only used for purposes directly relevant to your deployment with us.

Once your deployment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy.

Please refer to our Data Storage and Retention Policy for further information.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

## **6. Who we share information with**

We routinely share supply, contractor, and consultant information with appropriate third parties, including:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education – to meet our legal obligations to share certain information with it
- Central and local government – such as workforce analysis
- Your family and representatives – such as in the event of an emergency
- Ofsted – such as during the course of a school inspection
- Your agency or employer regarding the service provided
- Suppliers and service providers – to enable them to provide the service we have contracted them
- Our auditors, to ensure our compliance with our legal obligations
- Security organisations – to create a secure school environment
- Professional advisers and consultants – for us to develop our service to best provide our public service
- Police forces, courts, tribunals
- Future employers – references

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **7. Why we share your information**

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

We only share your information with our Local Authority if there is a genuine safeguarding concern. The majority of the information shared will be to manage the mutual contractual obligations in place around the services provided.

We are required to share information about our long-term 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.

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 the school funding, expenditure and the assessment education attainment.

## **8. Data collection requirements:**

Our data collection requirements all relate to our legal and contractual obligations, for example contract clauses or the statutory 'Keeping Children Safe in Education Guidance'.

The DfE collects and processes personal data relating to those employed by schools (including long term agency staff) and local authorities that work in state funded schools. 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>

## **9. Requesting access to your personal data and your Data Protection Rights**

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request.

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 or your child
- 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

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer:

Shard Business Services

Email: [dpo@shardbusinessservices.co.uk](mailto:dpo@shardbusinessservices.co.uk)

Phone: 07516068886

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

## 10. Complaints

We take any complaints about our collection and use of personal information very 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 us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to 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

## 11. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** or Ms Wood at the school office.