



## **Privacy Notice – School Workforce**

### **Data Protection Act 2018**

### **(incorporating General Data Protection Regulation 2018)**

We process personal data relating to those we employ to work at, or otherwise engage to work at, La Retraite. This is for employment purposes to assist in the running of the school, meet our obligations to keep children safe and to enable individuals to be paid. The collection of this information will benefit both national and local users.

#### **How we use your information**

We use your information to:

- improve the management of workforce data across the sector
- enable development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- allow better financial modelling and planning
- enable ethnicity and disability monitoring
- support the work of the School Teachers' Pay Review Body
- pay staff and ensure appropriate deductions of income tax, national insurance and pension are made and recorded

#### **Why do we collect and use employee information?**

We collect and use staff information primarily because we legally must do so. This is called a statutory duty. The laws and guidance we have to follow are:

- Education Act 2005
  - The Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007
- Education Act 2002
  - Statutory Guidance : Keeping Children Safe in Education
  - The Teachers' Disciplinary (England) Regulations 2012
- Safeguarding Vulnerable Groups Act 2006
- Public Services Pensions Act 2013
- Superannuation Act 1972 (as amended)
- Income Tax Act
- The National Insurance Contributions Act
- Human Rights Act 1998
- Equality Act 2010

#### **The categories of employee information that we collect, hold and share include:**

This personal data includes identifiers such as

- Personal information (such as name, date of birth and home address)
- National Insurance Number
- Emergency contact details
- Telephone number
- Email address
- Employment Contracts
- Remuneration details
- Qualifications

- Absence information
- Disciplinary or other personnel matters
- Characteristics such as ethnicity, gender, medical conditions and/or disability etc.
- Photographs

### Collecting employee information

Whilst the majority of employee 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 information to us or if you have a choice in this.

### Storing employee data

We hold employee data for the time you are here for set periods after you have left. We will not keep personal data any longer than is required to fulfil our legal obligations. This applies to paper records and as well as data held on computer systems. However, we are aware that personnel salary records may need to be kept for pension verification purposes up to an individual's retirement date. The school uses Capita SIMS as its management information system (MIS).

The length of time we keep data depends on the type of information and if they are any requirements from external bodies such as the Department for Education (DfE), HM Revenue and Customs to keep it for a set number of years. Where there are no legal time limits, we aim to follow best practice provided by the Information and Records Management Society (<http://irms.org.uk>). Further information is available in the school's Data Retention Policy.

Type of data	Retention Period	Action at end of retention period
Appointment of new staff	On personnel file Termination + 7 years	Secure disposal
Unsuccessful applicants' paperwork	Date of appointment of successful candidate + 7 months	Secure disposal Deletion from computer systems and backup
Staff Personnel File	Termination + 7 years	Secure disposal
Staff electronic file (MIS) where we will hold salary & pensionable service records.	Termination + 7 years	Deletion from SIMS and backup

Type of data	Retention Period	Action at end of retention period
Appraisal records	Termination + 7 years	Secure disposal Deletion from computer systems and backup
Pre-employment checks	Termination + 7 years	Secure disposal
DBS Checks recorded on single central record	Termination + 7 years	Deletion from computer systems and backup
Maternity Pay Records	Current year + 7 years	Secure disposal

### **Who do we share employee information with?**

We will not share information about you with third parties without your consent unless the law allows us to. We are required by law to routinely pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)
- our payroll provider
- our HR provider
- HM Revenue and Customs
- Teachers' Pensions (Teachers)
- London Pension Funds Authority (Support Staff)
- Disclosure and Barring Service (DBS)

We may be required from time to time provide information to other agencies based on statutory provision such as:

- Office for National Statistics
- Immigration Service
- Public Health England
- Police
- The Courts
- Employment Tribunal Service
- Department for Work & Pensions
- Health and Safety Executive (HSE)

Information requested by third parties for an employer's reference for mortgages and property rental will only be provided out where your explicit consent has been provided.

### **Why we share employee information?**

We share information with the Department of Education (DfE) and other agencies of central and local government on a statutory basis.

### **Data collection requirements**

The majority of data is collected on behalf of the DfE and the requirement for the Schools to collect this data is The Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007 (Education Act 2005).

If you require more information about how we and/or DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <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 them that we hold. To make a request for your personal information contact:

Ms Anne Clarke – HR Manager at [aclarke@laretraite.lambeth.sch.uk](mailto:aclarke@laretraite.lambeth.sch.uk)

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
- 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

**Contact:**

If you would like to discuss anything in this privacy notice, please contact: Mr Paul Steward, the school's Data Protection Officer at [psteward@laretraite.lambeth.sch.uk](mailto:psteward@laretraite.lambeth.sch.uk)