St Benedict's Primary School

Privacy Notice for Staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing '**Privacy Notices'** (sometimes called Privacy policies') to individuals where we are processing their personal data.

This **Privacy Notice** explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, St Benedict's Primary School, are the 'data controller' for the purposes of data protection law.

Our **Data Protection Officer (DPO)** is **Nick Holden** from NexusProtect (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership

- Health, including any medical conditions, and sickness records

Why we use this data

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

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- 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

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. 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)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you may overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our records management policy. A copy is available from the school office.

Data sharing

We do not share information about you with any third party without your consent unless the law and

our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority, central and local government – to meet our legal obligations to share certain information, such as safeguarding concerns and information about headteacher performance and staff dismissals
- The Department for Education – to meet our legal obligations to share certain information, such as school workforce census data
- Your family or representatives – to meet our legal obligations to share certain information, such as safeguarding and welfare concerns
- Educators and examining bodies – to meet our legal obligations to share certain information, such as performance management and staff dismissals
- Our regulator Ofsted – to meet our legal obligations to share certain information, such as school workforce census data, performance management and staff dismissals
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Survey and research organisations – to enable them to provide the service we have contracted them for
- Trade unions and associations – to meet our legal obligations to share certain information, such as performance management, staff dismissals and safeguarding concerns
- Health authorities – to meet our legal obligations to share certain information, such as safeguarding and welfare concerns
- Health and social welfare organisations – to meet our legal obligations to share certain information, such as safeguarding and welfare concerns
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Charities and voluntary organisations – to enable them to provide the service we have contracted them for
- Police forces, courts, tribunals – to meet our legal obligations to share certain information, such as safeguarding and welfare concerns
- Professional bodies – to enable them to provide the service we have contracted them for
- Employment and recruitment agencies – to meet our legal obligations to share certain information, such as performance management, staff dismissals and safeguarding concerns

Transferring data internationally

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.

How We Use Approved Artificial Intelligence (AI) tools

We use approved and secure AI tools only to support education and administration, not to make final, significant decisions about staff.

Internal AI Tools: We may use AI-driven software (vetted and approved by the school) for tasks like:

- Administrative Support: Summarising meeting notes or identifying trends in anonymised school data.

Data Protection Safeguards:

- We **DO NOT** input identifiable, sensitive, or high-risk data into public or open-source AI tools

(like free chatbots).

- Any AI used for assessment or support is always subject to human review and oversight by a senior staff member.
- A Data Protection Impact Assessment (DPIA) is conducted before any new AI tool is adopted.

If an AI system is used to assist in a decision that significantly affects you, you will be informed, and you have the right to request a human review of that decision.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.

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

You may also have the right to allow your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a **Subject Access Request (SAR)**, please contact our **Data Protection Officer**.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our **Data Protection Officer**.

Complaints

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

Should you wish to make a complaint regarding how your data is being handled, stored or processed or about anything else covered in this Privacy Notice please contact the **Data Lead in school**, in the first instance.

Any complaint will be acknowledged within 30 days and will be responded to without undue delay.

If you are dissatisfied with the school's response to your complaint, or the way it was handled, then you can complain to the ICO via their website – https://ico.org.uk/concerns/

or their helpline - **0303 123 1113**

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**:

- **Nick Holden** at governance@nexus-global.co.uk