



# St Mary's Catholic Primary School

part of Bosco Catholic Education Trust



*Striving for Excellence in all that we do  
as we learn to live like Jesus*

## Privacy Notice

**The School Workforce: those employed to teach, or otherwise engaged to work at, a school or a local authority**

### The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

### Data Controller

St Mary's Catholic Primary School is part of the Bosco CET. Bosco CET complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. ZA245247).

The Data Protection Officer (DPO) for the School is Shelagh McAtamney.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

### The Legal Basis for Processing Personal Data

We process personal data because it is necessary in order to comply with the school's legal obligations and to enable it to perform tasks carried out in the public interest.

### How we use staff information

We process personal data relating to those we employ to work at, or otherwise engage to work at our school.

- This is for employment purposes, to assist in the running of the School and/or to enable individuals to be paid.

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teachers' Review Body protecting vulnerable individuals;
- protecting vulnerable individuals; and
- the prevention and detection of crime.

This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications, information relevant to the School Work Force Census and absence information.

We will not give information about you to anyone outside the School without your consent unless the law allow us to.

We are required by law to pass on some of this data to:

- the Local Authority (LA)
- the Department for Education (DfE)

**Headteacher** : Mrs G Irvine

Cobden Road, Worthing, West Sussex. BN11 4BD

**Telephone:** 01903 234115

**E-mail:** [office@stmarysworthing.org.uk](mailto:office@stmarysworthing.org.uk) **Website:** [www.stmarysworthing.org.uk](http://www.stmarysworthing.org.uk)

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

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

### **Retention Periods**

Personal data will not be retained by the School for longer than necessary in relation to the purposes for which they were collected.

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools.

<https://irms.site-ym.com/page/SchoolsToolkit>

### **Rights**

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice);
2. access information (also known as a Subject Access Request);
3. have inaccuracies corrected;
4. have information erased;
5. restrict processing;
6. data portability (this is unlikely to be relevant to schools);
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools);
8. Withdraw consent (see below);
9. Complain to the Information Commissioner's Office (see below).

To exercise any of these rights please contact the DPO

### **Withdrawal of Consent**

The lawful basis upon which the School process personal data is that it is necessary in order to comply with the Schools legal obligations and to enable it to perform tasks carried out in the public interest.

Where the School process personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent.

### **Complaints to ICO**

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF