



OUR LADY OF LOURDES
CATHOLIC PRIMARY SCHOOL



THE GREEN
ROTTINGDEAN
BRIGHTON BN2 7HA

www.ourladyoflourdesprimaryschool.co.uk

Staff Privacy Notice

Data Controller

Our Lady of Lourdes RC Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z1631331).

The Data Protection Officer (DPO) services for the school are provided by Data Protection Education, 1 Saltmore Farm, New Inn Road, Hinxworth, Baldock, SG7 5EZ.

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.

Special Category data processing is carried out in the public interest and is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law and, when necessary, to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent.

How we use 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
- the prevention and detection of crime

Tel (01273) 306980 Fax (01273) 308809 Email admin@lourdes.brighton-hove.sch.uk

Head Teacher: Paul Beverton



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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.

Who we share data with

We routinely share data with:

- workplaces or volunteer placements that staff attend either whilst working with us or after leaving us
- the local authority (Human Resources and Payroll)
- the Department for Education (DfE)
- third parties working in school (e.g. catering companies or organisations running after school clubs)
- software providers (e.g. where we use software for the purposes running the school)
- agencies with whom we have a duty to co-operate (e.g. Emergency and Social Services)

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

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
7. intervention in respect of automated decision making

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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

Where the School processes 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.

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