

## STAFF PRIVACY POLICY

Author / reviewer responsible:	NM	Last amended:	May 2026
Authorisation by resolution of:	Governors	Date of authorisation:	March 2026
		Date of next review:	March 2028

### 1. Introduction

This Privacy Notice explains how we collect, use and look after information about you as a member of staff.

St Joseph's Catholic Primary School is the data controller, which means we decide how your information is used.

Data Protection Officer (DPO):

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

You may contact the DPO with any questions about how your data is used or to exercise your data protection rights.

### 2. The Personal Data We Collect

We collect different types of information so we can employ you, meet our legal duties, and run the school safely and effectively.

#### 2.1 Standard personal data

- Your name, address and contact details
- Emergency contact details
- Employment history, qualifications and references
- Contract information (role, hours, salary, start/end dates)
- Payroll and pension information
- Attendance and leave records
- Training and CPD records
- Performance management and appraisal information
- Disciplinary or grievance information (where applicable)

#### 2.2 Special category data (where necessary)

- Health information (e.g., sickness, medical needs, OH reports)
- Disability and reasonable adjustments

- Trade union membership (for payroll deductions)
- Safeguarding information
- Equality and diversity monitoring (e.g. ethnicity, religion)

### 2.3 Technical and visual data

- CCTV images
- Photographs for ID badges or internal systems
- IT system logs (e.g., log-ins, email metadata, device usage)
- Online platform activity (e.g., safeguarding systems, HR portals)

### 3. Why We Use Your Information (And the Law That Allows It)

Purpose	Examples	Lawful Basis
Recruitment & selection	Applications, interviews, references, right-to-work checks	Legal Obligation, Public Task, Contract
Employment administration	Payroll, pensions, contracts, HR records	Contract, Legal Obligation
Safeguarding & vetting	DBS checks, suitability assessments, safeguarding investigations	Legal Obligation, Substantial Public Interest, Public Task
Health, safety & wellbeing	Occ health referrals, sickness management, risk assessments	Legal Obligation, Vital Interests, Public Task
Performance & conduct	Appraisals, capability, disciplinary processes	Public Task, Legitimate Interests
Training & development	CPD records, statutory training	Public Task, Legal Obligation
School administration	Timetabling, workforce planning, operational management	Public Task, Legitimate Interests

IT & security	CCTV, system monitoring, safeguarding platforms	Legitimate Interests, Public Task
School promotion (optional)	Photos/videos for website or social media	Consent
Legal matters	Claims, investigations, regulatory reporting	Legal Obligation, Legal Claims

#### 4. How We Collect Your Information

- We obtain information from:
- You (during recruitment and employment)
- Your referees
- DBS and vetting services
- Occupational health providers
- HR and payroll systems
- Line managers and senior leaders
- CCTV and IT systems
- Training and safeguarding platforms

#### 5. How We Store Your Information

Your information is kept securely and only for as long as we need it. How long we keep it depends on:

- Employment law
- Safeguarding rules
- Tax and payroll requirements
- Audit and record-keeping needs

When you leave the school, we securely delete or archive your information in line with our retention schedule.

#### 6. Who We Share Your Information With (With Lawful Basis)

Recipient	Why We Share	Lawful Basis
HMRC	Tax and payroll reporting	Legal Obligation
Pension providers	Pension administration	Legal Obligation, Contract
DBS / Vetting services	Safeguarding and suitability checks	Legal Obligation, Substantial Public Interest

Local Authority	Safeguarding, workforce returns	Legal Obligation, Public Task
DfE / Ofsted	Regulatory and statutory duties	Legal Obligation, Public Task
Occupational health	Health assessments, reasonable adjustments	Legal Obligation, Vital Interests
IT service providers	System access, technical support	Contract, Legitimate Interests
Legal advisers / insurers	Claims, investigations	Legal Claims, Legitimate Interests

## 7. International Transfers

If your information is stored outside the UK (e.g., by a cloud service), we ensure:

- UK-approved Standard Contractual Clauses are in place
- Strong technical and organisational safeguards are used

## 8. Your Rights

You have the right to:

- Know what information we hold about you
- Ask us to correct anything that is wrong
- Ask us to delete information (in certain situations)
- Ask us to stop using your information
- Object to some types of processing
- Receive your data in a portable format (where applicable)
- Withdraw consent (e.g., optional photos)

## 9. Complaints

If you are worried about how your information is used, you can:

- Speak to your line manager or HR
- Contact the DPO: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)
- Contact the Information Commissioner's Office (ICO) if you are still unhappy

## 10. Contact Us

St Joseph's Professional Services

Email: [dpo@stjosephsservices.net](mailto:dpo@stjosephsservices.net)

Telephone: 01793236070