

*St. John Baptist Church in Wales High School*



SCHOOL WORKFORCE  
PRIVATE NOTICE  
POLICY

# School Workforce Privacy Notice

## How we use your personal information for Workforce Administration

### Who we are and what we do

St John Baptist Church in Wales High School is an employer and provides educational services for the local community. Undertaking this work means that we must collect, use information and keep records about our workforce. This includes employees and workers such as teachers, lunchtime supervisory assistants, learning support assistants and caretakers.

St John Baptist Church in Wales High School is an educational provider and is managed by the Governing Body. It is supported to deliver its functions via a formal relationship with the local authority – Rhondda Cynon Taf County Borough Council.

Data from employees and workers are used to manage the employment contract, which includes monitoring performance and attendance, training and development and payroll. These functions are delivered by The Local Authority (The LA), and includes services such as payroll and pensions, management, Human Resources and Occupational Health and Training.

We collect and use personal information about our workforce and we must therefore make sure that you know what we intend to do with your information and with whom it may be shared.

The School's workforce is its most valuable asset and resourcing, developing and maintaining good employment conditions and practices for all staff is important so we also use summary data to ensure effective planning.

We have summarised in this privacy notice some of the key ways in which we use your personal information for workforce administration purposes. If you are a volunteer, some parts of this privacy notice will not apply to you, for example processing of data for payroll purposes.

### **Whose personal information do we collect and process?**

The types of information St John Baptist Church in Wales High School will process typically includes:

- Personal details e.g. name, address, date of birth
- Contact details e.g. email address and telephone number
- National Insurance Number
- Gender

- The terms and conditions of your employment
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and within the School
- Information about your remuneration, including entitlement to benefits such as pensions
- Pay information to include gross (before deductions) and net (after deductions) figures
- Historical pay and hours information, used for Pension purposes (in order to resolve queries from the Pensions Section who calculate your pension benefits for support staff and Teachers' Pensions for teachers)
- Deduction from pay and 'payments over' of Council Tax, Prudential Additional Voluntary Contributions (AVC's) and various membership fees, i.e. Trade Unions, Welsh Hospitals and various charity organisations (under Give as you earn arrangements), if paying through your salary
- Details of any attachment or earnings (Court orders) you may have
- Salary sacrifice deductions from pay and submission of the P11D to HMRC at year end to report on any taxable benefits where eligible in accordance with your terms and conditions of employment
- Your bank or building society account details
- Information about your marital status, next of kin, dependents and emergency contacts
- Information about your nationality and entitlement to work in the UK
- Information about your criminal record, if it is essential to your job role
- Details of your schedule (days of work and working hours) and attendance at work
- Details of periods of leave taken by you, including holiday, sickness absence, family leave, and the reasons for some types of leave
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence, which are held in accordance with the relevant Human Resources Policies
- Assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments, if you have declared this information
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief, if you have declared this information

## **Where does the school get its information?**

The school may collect this information in a variety of ways. For example, information may be collected directly from you, e.g.

- Through application forms, CVs or other resumes
- From your passport or other identity documents such as your driving licence, which are collated during your pre-employment suitability checks
- From correspondence with you.
- Through interviews, meetings or other assessments, for example supervisions, performance reviews and appraisals and return to work interviews.

In some cases, the School may collect personal data about you from third parties.

These may be things such as references supplied by former employers or tutors, information from a Regulator or court case outside of work and social media, information from employment background checks, providers which include but are not limited to regulatory bodies, information from credit reference agencies and information from criminal records checks permitted by law.

The school also generates its own information about its staff, for example during staff performance reviews, or with the Local Authority when undertaking work such as grievance or disciplinary processes etc.

## **What does the School do with your personal information?**

Processing your data allows the school to:

- Run safe recruitment and promotion processes
- Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee and worker contractual and statutory rights
- To pay your salary and any additional payments you may be owed each month
- To pay your Employment taxes over to HMRC
- Be satisfied as far as we can be of your suitability to be employed in the role you are contracted to work
- Operate and keep a record of disciplinary and grievance processes, to ensure acceptable conduct within the workplace which are held in accordance with the relevant Human Resources Policies
- Operate and keep a record of employee and worker performance and related processes, for example training and development, plans for career development, and for succession planning and workforce management purposes

- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees and workers are receiving the pay or other benefits to which they are entitled
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that the employee and worker are receiving the pay or other benefits to which they are entitled
- Ensure effective general Human Resources and business administration
- Provide references on request for current or former employees and workers
- Respond to and defend against legal claims
- To provide the Pensions Section or Teachers' Pensions with pay and hours information for the production of an annual Benefits Statement
- For statistical and financial modelling.

### **Processing special categories of personal data**

Information about ethnic origin, sexual orientation or religion or belief are processed for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment. Data that the school uses for these purposes is anonymised and employees and workers choose whether to disclose this information. They can also request that the organisation does not process this data for equal opportunities monitoring at any time.

**Employees and workers are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.**

### **What is the legal basis for the school to use this information?**

We use your information to process data to enter into an employment contract with you and to meet obligations under your employment contract. For example, we need to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefits such as your pension.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations, e.g. to check an employee's or worker's entitlement to work in the UK, to deduct tax, to comply with health and safety laws and to enable employees or workers to take periods of leave to which they are entitled.

Your information may also be processed to carry out a task in the public interest or in the exercise of official authority in our capacity as a public body, for example by providing volunteering opportunities and by listing staff contacts within the school.

**Does The School share my personal information with any other organisation?**

For the School to undertake its duties in relation to the employee and worker administration function, we may be required to provide information to the following:

In the event of any disputes or grievances we will share the relevant information with employee appeals panels, the school's governing body and the relevant local authority services.

Dependent upon the type of your contract we will also share your information with other organisations and relevant professional regulatory bodies such as:

- Accreditation bodies for individual qualifications and service standards.
- Department For Work And Pensions (DWP)
- Teachers' Pensions
- Welsh Government
- Education Workforce Council
- HMRC
- Disclosure and Barring Service
- The Police
- Local Safeguarding Children Board
- Other Local Authorities
- Credit Reference Agencies
- Training Providers / Developers
- Recruitment Consultants and Companies such as Eteach.
- Solicitors
- Independent Registered Medical Practitioner (IRMP) if required for pension administration
- Prudential
- Welsh Hospitals
- Former employers
- Prospective employers
- Trade union representatives
- Legal advisers, for the purpose of receiving employment law advice

### **How long will my information be kept?**

We will only keep your personal information for as long as we need it. In practice, this means that your personal information may be retained for a period of between 6 months and as for long as you are employed by the School. We also keep some of your information if your employment ends, this is necessary to comply with government regulations in respect of records management, and also to enable the Council to provide information for such things as references and pension administration.

## **Your information, your rights**

The General Data Protection Regulation (GDPR) gives you important rights, including the right to access the personal information the services hold about you.

## **Contact us**

If you have any concerns or would like to know more about how the school uses your personal information please contact us in one of the following ways:

- By letter addressed to “The Headteacher – St John Baptist Church in Wales High School, Glan Road, Aberdare, CF44 8BW
  - By Email to: [office@stjohnbaptist.co.uk](mailto:office@stjohnbaptist.co.uk)
  - By Telephone 01685 875414
  - In Person to your line manager within the school.
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