



Diocese of Middlesbrough



ALL SAINTS RC SCHOOL

Diocese of Middlesbrough

Head Teacher: Mr W. Scriven



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Privacy Notices

Information about STAFF in All Saints Roman Catholic School

All Saints RC School complies with the Data Protection Act 1998 and is a registered "Data Controller". Our data protection notification is registered with the Information Commissioner's Office (ICO) - reference Z670402X

The Data Protection Act 1998: *How we use your information*

We process personal data relating to those we employ or otherwise engage to work at our school. This is for employment purposes, to aid the running of the school and 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; and
- supporting the work of the School Teachers' Review Body

This personal data includes identifiers such as names and national insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)



Compassion



Truth



Respect



Forgiveness



Justice



Service



Gentleness



Humility



Stewardship

We may be required or permitted, under the Data Protection Act 1998 to disclose your personal information without your explicit consent, eg if we have a legal obligation to do so, such as law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

We will keep the personal information relating to our employees in accordance with our retention schedules and when we no longer have a need to keep it, we will delete or destroy it securely.

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

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

If you want to see a copy of information about you that we hold, please contact:

- Business Manager, on 01904 647877 or usreception@allsaints.york.sch.uk

General Data Protection Regulations (GDPR)

As most people will be aware new GDPR came in place during late May 2018 affecting the way organisations (including schools) deal with personal data. These laws are designed to ensure that people have various rights enshrined further into law and to force companies and organisations that deal with this data to ensure that it is protected and only used for a specific, predetermined and agreed purpose. The new laws are the General Data Protection Regulations - commonly referred to as GDPR and are a follow on from the data protection provisions under the Data Protection Act 1998.

Your rights under the GDPR

The specific rights that these laws give are: *(most are very similar to the current Data Protection Act)*

- Right to be informed - to know what, how, where, and for how long your data is used
- Right of access - to be able to see and know what data is being held
- Right to rectification - to fix any errors in the data held
- Right to erasure - to choose to have the data erased or 'right to be forgotten'.
- Right to restrict processing - to stop data being used for certain purposes
- Right to data portability - to be able to move a copy of the data elsewhere
- Right to object - to be able to complain about how your data is used
- Rights related to automated decision making and profiling

Who to contact and how to make a complaint

The school will be updating its Data Protection Policy to include the new provisions under the GDPR legislation in due course – this will include specific details of how complaints can be made in regard to the data that the school holds or about the way it deals with it.

In the interim, the school will ensure that there is a specific complaint route as detailed below:

- **First level** – the school would invite that the person contacts the Business Manager to provide details of the complaint and what rectifications or actions you would like to request
- **Second level** – if you are not satisfied with the response, the school will invite the complainant to write to the Head Teacher, again detailing the complaint and why they feel the action taken by the Business Manager (if appropriate) is not satisfactory.
- **Final Level** – if you feel the school has still not dealt with the complaint to your satisfaction, then we would invite the complainant to write to the Chair of the Board of Governors.

At all times, everyone has the right to make the complaint to the Information Commissioners Office (ICO) - whether a complaint has been made to the school or not.

The contact details of the ICO are:

**The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**

Enquiry Information Line 0303 123 1113 (local rate – calls to this number cost the same as calls to 01 or 02 numbers).

E Mail: casework@ico.org.uk **Website:** www.ico.org.uk/