



# NEWMAN CATHOLIC TRUST

HEART SPEAKS TO HEART



## St Bonaventure's Catholic Primary School

### Privacy Notice for Workforce

2025-26

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual	April 25	Board	April 26

#### Ratification

Role	Name	Signature	Date
Chair of Board	Chris Izuka		April 25
CEO	Dr Daniel Doyle		April 25

#### Commitment to Equality:

The Trust and its schools are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in

*relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.*

***"Rooted in faith, we ignite a love of learning, foster inclusive education and empower every individual to achieve their utmost potential."***

At the Newman Catholic Trust, we stand united in our unwavering mission to nurture a transformative educational experience, where every child is seen, valued and cherished as a unique gift from God. Rooted in faith, we ignite a love for learning that awakens curiosity, sparks imagination and fuels a lifelong journey of discovery.

Guided by the teachings of Christ and inspired by the profound wisdom of our namesake, Saint John Henry Newman, we strive to foster a community where inclusion is lived, diversity is embraced and every individual is empowered to fulfil their highest potential. As Newman said, *"To live is to change, and to be perfect is to have changed often."* We believe that education is a sacred journey of continual transformation—intellectually, spiritually and personally. We believe that true education is not just about knowledge, but about shaping hearts and minds, cultivating resilience and nurturing the whole person.

Our vision is simple yet profound: to be a beacon of hope and excellence, where students are not only academically accomplished but spiritually enriched and personally empowered to make a difference in the world. In all that we do, we strive to embody our core values:

- **Christ/Child Centred:** Placing the Gospel values, the teachings of Christ and the well-being of each child at the heart of every action we take.
- **Inclusive and Consultative:** Ensuring open communication and engagement with all members of our community.
- **Caring:** Showing empathy, understanding and support in navigating any challenges that may arise.
- **Transparent:** Fostering openness and honesty in all our interactions.
- **Strategic:** Approaching all matters with careful planning and consideration for the wider community.
- **Professional:** Maintaining the highest standards of conduct and integrity in our decision-making.
- **Accountable:** Taking responsibility for our actions and fulfilling our commitment to ensuring a safe and nurturing environment for all.

#### **Privacy Notice for Workforce Members**

Under data protection law, individuals have a right to be informed about how the School uses any personal data we hold about them. We comply with this right by providing **privacy notices** (sometimes called **fair processing notices**) to individuals where we process their personal data.

This privacy notice explains how we collect store and use personal data about workforce members at St Bonaventure's Catholic Primary School.

St Bonaventure's Catholic Primary School are the **data controller** for the purposes of data protection law.

- **The Categories of Workforce Information That We Process**

We process workforce data, including:

- Personal information (such as name, employee or teacher number national insurance number)
- Characteristics information (such as gender age ethnic group)
- Contract information (such as start date hours worked post roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and where relevant subjects taught)
- Relevant medical information
- Home addresses
- Other payroll information

This list is not exhaustive. For an up-to-date list of categories of information, we process please contact the School Office.

- **Why We Collect and Use Workforce Information**

We collect workforce data to:

- Enable the development of a comprehensive picture of workforce deployment
- Inform recruitment and retention policies
- Enable individuals to be paid
- Ensure compliance with statutory and legal obligations

- **Our Lawful Basis for Using This Data**

Under the **UK GDPR**, we rely on the following lawful bases for processing personal information:

1. **Consent** – where explicit consent has been given for processing personal data for one or more specific purposes
2. **Contractual obligation** – processing is necessary to take steps at your request before entering into a contract
3. **Legal obligation** – processing is necessary to comply with a legal obligation to which the Trust is subject
4. **Vital interests** – processing is necessary to protect someone's life
5. **Public interest** – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority
6. **Legitimate interests** – processing is necessary for the legitimate interests pursued by the Trust or a third party except where overridden by your rights

For **special category data** we process information under **Article 9 of the UK GDPR** where processing is necessary for obligations in employment health and social care or for reasons of substantial public interest.

Where we rely on **consent**, you may withdraw this at any time by contacting the School Office.

- **Collecting Workforce Information**

We collect personal information via **new starter and payroll forms**.

Workforce data is essential for the **School's operational use**. While most personal information you provide is mandatory, some are requested voluntarily. We will always clarify whether providing information is mandatory or optional at the point of collection.

- **Storing Workforce Information**

We hold workforce data securely in accordance with the **School's data retention schedule**. For further details on data retention and security measures, please visit the **School's website**.

- **Who We Share Workforce Information With**

We routinely share this information with:

- **Our local authority (where applicable)**

- **The Department for Education (DfE)**
- **Clifton Diocese (if appropriate)**
- **Why We Share Workforce Information**

We do not share information about workforce members without consent unless the law and our policies allow us to do so.

- **Local Authority**

We are required to share workforce information with the **local authority (LA)** under **section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007** and amendments.

- **Department for Education (DfE)**

The **Department for Education (DfE)** collects personal data from educational settings via statutory data collections. We are required to share workforce information with the **DfE** under **section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007** and amendments.

- **Requesting Access to Your Personal Data**

Under data protection legislation you have the right to **request access** to the personal data we hold about you.

To make a **subject access request (SAR)** contact the **School Office**.

Depending on the lawful basis above you may also have the right to:

- Object to processing that may cause damage or distress
- Prevent processing for direct marketing
- Object to automated decision-making
- In certain circumstances, have inaccurate personal data corrected deleted or destroyed
- Seek redress through the **ICO** or the courts

For concerns about how we collect or use personal data please contact the **School Office** first. Alternatively, complaints can be made to the **Information Commissioner's Office (ICO)** via <https://ico.org.uk/concerns/>.

- **Withdrawal of Consent and Complaints**

Where processing is based on **consent**, you have the right to **withdraw that consent** at any time. If you wish to withdraw consent or raise concerns about data processing contact the **School Office**.

- **Contact**

For questions about this privacy notice, contact the **School Office**.

- **How Government Uses Your Data**

The workforce data we lawfully share with the **DfE** through data collections:

- Informs policy on pay and workforce diversity monitoring
- Links to school funding and expenditure
- Supports long-term research and monitoring of education policy
- **Data Collection Requirements**

For more information on workforce data collected by the **DfE** visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

- **Data Sharing by the Department**

The **DfE** may share workforce data with third parties promoting education or workforce deployment in England for purposes including:

- Research or analysis
- Producing statistics
- Providing information guidance or support

The **DfE** has strict processes to maintain data confidentiality and security. Decisions on releasing data are subject to assessment and approval.

To request personal data held by the **DfE**, individuals can submit a **subject access request**. Further information can be found in the **DfE's Personal Information Charter** at <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

To contact the **DfE**, visit <https://www.gov.uk/contact-dfe>.