



St Anne's RC Primary
'We Grow Together in God's Love'



St. Anne's R.C. Primary School Privacy Notice for Staff

Reviewed: September 2025

Mission Statement

We grow together as a Catholic Faith Community, promoting Gospel values in all we do. We encourage each child to achieve their full potential—academically, spiritually, and socially—in a spirit of confidence. We reach out to those in our wider community, fostering respect, friendship, and responsibility. **We Grow Together in God's Love.**

Rationale

We seek to encourage each child to develop their individual abilities—spiritual, academic, and social—as fully as possible and in a spirit of confidence.

1. Introduction

Under UK data protection law, individuals have a right to be informed about how St. Anne's R.C. Primary School uses any personal data we hold about them. This privacy notice explains how we collect, store, and use personal data about individuals we employ or otherwise engage to work at our school.

Data Controller: St. Anne's R.C. Primary School, Oldham

Contact Number: 0161 770 5401

Data Protection Officer: Oldham DPO

2. The Personal Data We Hold

We may collect, use, store, and share (when appropriate) personal data about you, including but not limited to:

- **Contact Details**
- **Date of Birth, Marital Status, and Gender**
- **Next of Kin and Emergency Contact Numbers**
- **Salary, Annual Leave, Pension, and Benefits Information**
- **Bank Account Details, Payroll Records, National Insurance Number, and Tax Status Information**
- **Recruitment Information** (e.g., right to work documentation, references, CVs)

- **Qualifications and Employment Records** (e.g., work history, job titles, training records)
- **Performance Information**
- **Outcomes of Any Disciplinary and/or Grievance Procedures**
- **Absence Data**
- **Copy of Driving Licence**

We may also collect sensitive personal data, including:

- **Health Conditions**
- **Sickness Records**
- **Photographs and CCTV Images**
- **Trade Union Membership**
- **Criminal Convictions and Offences**

3. Why We Use This Data

We use your data to:

- Enable you to be paid
- Facilitate safe recruitment as part of our safeguarding obligations
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve workforce data management
- Support the work of the School Teachers' Review Body

3.1 Automated Decision Making and Profiling

We do not currently process any personal data through automated decision-making or profiling. If this changes, we will update this privacy notice accordingly.

4. Our Lawful Basis for Using This Data

Our lawful bases for processing your personal data include:

- **Public Task:** Processing data to fulfil our statutory function as a school.
- **Legal Obligation:** Processing data to meet our legal responsibilities.

You may withdraw your consent at any time, where applicable.

4.1 Special Category Data

For special category data, we only collect and use it under specific lawful bases, including:

- Obtaining your explicit consent

- Performing obligations related to employment or social security law
- Protecting vital interests
- Processing for legal claims
- Processing for substantial public interest

5. Collecting This Data

Most information we collect is mandatory, but some may be provided voluntarily. We will clarify whether information is mandatory or optional when collecting it.

We may also obtain data from:

- Local authorities
- Government departments or agencies
- Police forces, courts, and tribunals

6. How We Store This Data

We keep personal information while you work at our school and may retain it beyond your employment if necessary. Our record retention policy outlines how long we keep staff information; a copy can be requested from the office.

We implement appropriate security measures to protect your personal information from unauthorised access, alteration, or disclosure. When we no longer need your personal data, we will dispose of it securely.

7. Who We Share Data With

We do not share your information with third parties without consent unless legally required. We may share personal information with:

- Our local authority (Oldham) for safeguarding concerns
- Government departments or agencies
- Our regulator, OFSTED
- Suppliers and service providers
- Financial organisations
- Auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, and tribunals

7.1 International Data Transfers

We may share personal information internationally in compliance with UK data protection law. Safeguarding arrangements will be established for such transfers.

8. Your Rights

8.1 Accessing Personal Information

You have the right to make a 'subject access request' to access your personal information. If we hold information about you, we will:

- Provide a description of it
- Explain why we hold it and how long we will keep it
- Inform you of its source
- Share details of who it has been or will be shared with
- Notify you of any automated decision-making applied to the data

8.2 Other Rights

Under UK data protection law, you have rights regarding your personal data, including:

- **Right to Rectification:** Request correction of inaccurate or incomplete data.
- **Right to Erasure:** Request deletion of personal data when it is no longer necessary.
- **Right to Restrict Processing:** Request restriction on processing in certain circumstances.
- **Right to Data Portability:** Request transfer of data to another organisation.
- **Right to Object:** Object to processing in certain circumstances.

9. Contact Us

If you have questions about this privacy notice or how we handle your personal data, please contact:

- **Data Protection Officer:** Mrs. Wainwright/Oldham DPO
- **Email:** info@stannesrc.oldham.sch.uk / DPO@oldham.gov.uk
- **Telephone Number:** 0161 770 5401