

**Sacred Heart R.C. Primary School  
Atherton**

**Privacy Notice – School Staff**



**“With Christ as our guide, we inspire and thrive.”**

# GDPR Privacy Notice for School Staff

## Introduction

This privacy notice explains how Sacred Heart RC Primary School, Atherton collects, uses, stores and shares personal information about staff during and after their working relationship with the school, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all current and former employees, workers, volunteers, contractors and agency staff.

## Who Collects Your Information

Sacred Heart RC Primary School, Atherton is the data controller. School can be contacted on **01942 883429** or **enquiries@admin.athertonsacredheart.wigan.sch.uk**. This means the school decides how and why your personal data is processed. This notice does not form part of any contract and may be updated from time to time.

## Data Protection Principles

We process personal data lawfully, fairly and transparently, only for specified purposes, ensuring it is accurate, secure and retained only as long as necessary.

## Information We Collect

We may collect and process the following information:

- Personal and contact details (name, address, date of birth, contact details)
- Emergency contact details eg next of kin
- Recruitment information (application forms, CVs, references, right to work checks, qualifications)
- Employment details (contract, role, hours, attendance, appraisals, performance and disciplinary records)
- Payroll, pension, tax and benefits information
- Nationality and immigration status
- Sickness, absence and health information
- Safeguarding and DBS information
- IT usage and access records
- Equality monitoring information (such as ethnicity, religion, gender)

## How We Collect Information

Information is collected directly from you and from third parties such as the Home Office, DBS, Local Authority, pension providers, occupational health services, recruitment agencies, and through school systems including Arbor MIS, IT systems and local authority school workforce census.

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## **How We Use Your Information**

We use personal data to:

- Manage recruitment, employment and workforce planning
- Meet legal and regulatory obligations
- Process payroll, pensions and benefits
- Monitor attendance, performance and conduct
- Safeguard children and staff
- Support equality, diversity and inclusion
- Maintain accurate staff records
- Provide information required for statutory returns, including the School Workforce Census
- Defend legal claims and comply with court or tribunal orders

Most processing is necessary to fulfil contractual obligations, comply with the law, carry out tasks in the public interest, or for the school's legitimate interests.

## **Special Category and Criminal Records Data**

We process sensitive personal data (such as health or equality information) only where lawful and necessary, including for employment law, safeguarding, occupational health, and equality monitoring. Criminal records data is always processed as within school this is legal requirement, as all our roles come into contact with children. By actioning this process we ensure we keep our children safe and following KCSIE 2025/2026.

## **Sharing Information**

We may share your data securely with:

- Department for Education
- Ofsted
- Local Authority (including for the School Workforce Census)
- Arbor MIS (school management information system)
- DBS, LADO, HMRC and law enforcement where required
- Payroll, pension and HR providers
- Occupational health and welfare services
- Professional advisers and training providers
- Other schools within the Liverpool Archdiocese

Data is shared securely and only where necessary.

## **Data Retention**

Personal data is retained only for as long as necessary, in line with legal requirements and the school's data retention policy. Information is securely destroyed when no longer required.

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## **Data Security**

We have appropriate technical and organisational measures in place to protect personal data. Access is limited to those with a legitimate business need.

## **Your Rights**

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure or restriction of processing
- Object to processing in certain circumstances
- Withdraw consent where consent is the lawful basis

Requests should be made in writing to Ian McDermott Headteacher.

## **Complaints and Further Information**

If you have concerns about how your data is handled, please contact Jane Glynn, School Business Manager or Ian McDermott, Headteacher in the first instance.

## **Data Protection Officer**

The name of the Data Protection Officer (DPO) is Mr P Rafferty (Row 4 Education). Their role is to oversee and monitor the school's data protection procedures, and to ensure they are compliant with the GDPR.

You also have the right to complain to the Information Commissioner's Office (ICO).

## **Changes to This Notice**

This privacy notice may be updated periodically and will be reviewed in Spring 2028. Staff will be informed of any changes.

***Updated: Spring 2026***

***Review Date: Spring 2028***

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