

Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

“Serve the Lord joyfully”

Privacy Notice for the School Workforce: those employed to teach, or otherwise engaged to work at, a school within the Bosco Catholic Education Trust

Under the Data Protection Act 2018 (DPA), individuals have a right to be informed about how the Trust/Academy uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about the workforce in the Trust’s schools.

Data Controller

We, Bosco Catholic Education Trust, are the ‘data controller’ for the purposes of the DPA and are registered as a ‘Data Controller’ with the Information Commissioner’s Office (Reg No ZA25247).

The Trust’s data protection officer (DPO) is Sheryl Cardwell. She can be contacted at dpo@shadbusinessservices.co.uk

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

The main reason that the schools process personal data is because it is necessary in order to comply with the school’s legal obligations and to enable it to perform tasks carried out in the public interest.

The schools may also process personal data if at least one of the following applies in order:

Why we shared our workforce information

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection/how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Retention Periods

Personal data will not be retained by the Schools for longer than necessary in relation to the purposes for which they were collected

Information will be held in accordance with the Information and Records Management Society Tool Kit for Schools

<https://irms.site-ym.com/page/SchoolsToolKit>

CCIV

The schools operate CCIV on the school sites as it is considered necessary to protect pupils' safety and/or the school's property

Bionetics

The Schools operate bionetric recognition systems for the purchase of food from the school canteens

All data collected will be processed in accordance with the GDPR data protection principles and the Protection of Freedoms Act 2012

Your written consent will be obtained before bionetric data is taken and used

For more information about bionetric data please refer to the ICO Guidance at the link below

<https://www.gov.uk/government/publications/protection-of-bionetric-information-of-children-in-schools>

Rights

You have the right to

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing
6. data portability (this is unlikely to be relevant to schools)
7. intervention in respect of automated decision making (automated decision making is rarely operated within schools)
8. Withdraw consent (see below)
9. Complaint to the Information Commissioner's Office (See below)

To exercise any of these rights please contact the DPO

