LUMEN CHRISTI CATHOLIC MULTI ACADEMY

STAFF PRIVACY NOTICE

1. Scope

All data subjects whose personal data is collected, in line with the requirements of the GDPR.

2. Responsibilities

2.1 The Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Lumen Christi Catholic Multi Academy collecting or processing their personal data.

2.2 All Directors, Academy Committee Representatives, employees and volunteers of Lumen Christi Catholic Multi Academy who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and their consent to the processing of their data is secured.

3. Privacy notice

3.1 **Who are we?**

Lumen Christi Catholic Multi Academy is a company based in the United Kingdom
The Company's object is specifically restricted to the following:

- advancement for the public benefit, education in the United Kingdom, in by establishing, maintaining, carrying on, managing and developing Catholic schools designated as such
- offering a broad and balanced curriculum
- offering a curriculum appropriate to the needs of its students
- in each case conducted as Catholic Schools in accordance with the Code of Canon Law of the Latin Church and the doctrinal, social and moral teachings of the Catholic Church
- following the directives and policies issued by the Diocesan Bishop to ensure that the formation, governance and education of the schools is based on the principles of Catholic doctrine
- at all times serving as a witness to the Catholic faith in Our Lord Jesus Christ.

Our Data Protection Officer is Hollie Parrish and can be contacted here:

- h.parrish@stacs.org
- 0121 464 4643

The personal data we would like to collect from you is:

Personal data type:	**Source** (where Lumen Christi Catholic Multi Academy obtained the personal data from if it has not been collected directly from you, the data subject
Name, Address, Date of Birth	Data Subject
Sex	Data Subject
Pay Details/Pension/National Insurance	Data Subject
Qualifications, Training	Data Subject
Previous Employment	Data Subject
Religious beliefs	Data Subject
Ethnicity	Data Subject
Health Data	Data Subject
Trade Union Membership	Data Subject
Criminal Record/Conviction Data	Data Subject/DBS Checking Service
Performance Data	Employer
Sickness/Absence Data	Employer

The personal data we collect will be used for the following purposes:

- Administering your employment with Lumen Christi Catholic Multi Academy.
- Enabling payment of wages/salary with appropriate deductions.
- Administering tax, national insurance and other agreed deductions from income.

Our legal basis for processing for the personal data:

- Performance of a contract, namely a contract of employment.
- Compliance with legal obligations to ensure all appropriate tax and national insurance payments are made.

Any legitimate interests pursued by us, or third parties we use, are as follows:

- To enable us to make appropriate wages/salary deductions on your behalf.

The special categories of personal data concerned are:

- Trade union membership (if applicable)
- Ethnic origin (if applicable)
- Religious beliefs (if applicable)
- Biometric data (if applicable)
- Health data
- Criminal record/convictions (if applicable)

3.2 **Consent**

As we not relying on consent as the legal basis for processing your data we do not need to seek your permission to process the data. By issuing this notice to you we are fulfilling our legal duty to inform you that the processing is taking place.

3.3 **Disclosure**

Lumen Christi Catholic Multi Academy will not pass on your personal data to third parties without first obtaining your consent. The following third parties will receive your personal data for the following purpose(s) as part of the processing activities:

Organisation and location, including any third country (non-EU) international organisations	**Safeguards in place to protect your personal data**
Birmingham City Council Payroll, UK	Secure server, encrypted transfer, limited password controlled access
Birmingham City Council HR Portal, UK	Secure server, encrypted transfer, limited password controlled access
PS Financials, UK	Secure server, encrypted transfer, limited password controlled access
Academy Contract, UK	Limited access
DBS Online Checking, UK	Secure server, encrypted transfer, limited password controlled access
CRB Cunninghams, UK	Secure server, encrypted transfer, limited password controlled access
Paxton, UK	Limited access
Teachers to Parents, UK	Secure server, encrypted transfer, limited password controlled access
Groupcall, UK	Secure server, encrypted transfer, limited password controlled access
Bromcom, UK	Secure server, encrypted transfer, limited password controlled access
ParentPay, UK	Secure server, encrypted transfer, limited password controlled access
Camera One, UK	Limited access
CallParents, UK	Secure server, encrypted transfer, limited password controlled access
Meridian, UK	Secure server, encrypted transfer, limited password controlled access Secure server, encrypted transfer, limited password controlled access
Medigate, UK	Limited access

3.4 **Retention period**

Lumen Christi Catholic Multi Academy will process personal data for the duration of your employment/appointment/volunteering position with the company and will store the personal data for up to six years after employment ceases unless we are required to store for longer as data relates to safeguarding, health and safety or allegations of abuse.

3.5 **Your rights as a data subject**

At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.
- Right to object to automated processing, including profiling – you also have the right to be subject to the legal effects of automated processing or profiling.
- Right to judicial review: in the event that Lumen Christi Catholic Multi Academy refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in clause 3.6 below.

All of the above requests will be forwarded on should there be a third party involved in the processing of your personal data.

3.6 **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Lumen Christi Catholic Multi Academy or third parties acting on our behalf, or how your complaint has been handled, you have the right to lodge a complaint directly with the Information Commissioner's Office and Lumen Christi Catholic Multi Academy's Data Protection Officer.

The details for each of these contacts are:

	Supervisory authority contact details	Data Protection Officer contact details
Contact Name:	Information Commissioner's Office	Hollie Parrish
Address line 1:	Wycliffe House	St. Thomas Aquinas Catholic School
Address line 2:	Water Lane	Wychall Lane
Address line 3:	Wilmslow	Kings Norton
Address line 4:	Cheshire	Birmingham
Address line 5:	SK9 5AF	B38 8AP
Email:	casework@ico.org.uk	h.parrish@stacs.org
Telephone:	0303 123 1113 (local rate)	0121 464 4643

3.7 **Privacy statement**

Read more about how and why we use your data here http://www.lumenchristi.org.uk/Data-Protection/

4. Online privacy statement

Personal data

Under the EU's General Data Protection Regulation (GDPR) personal data is defined as: "any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person".

How we use your information

This privacy notice tells you how we, Lumen Christi Catholic Multi Academy, will collect and use staff/volunteer personal data for:

- Administering your employment with Lumen Christi Catholic Multi Academy.
- Enabling payment of wages/salary with appropriate deductions.
- Administering tax, national insurance and other agreed deductions from income.

Why does Lumen Christi Catholic Multi Academy need to collect and store personal data?
In order for us to provide you with employment/volunteering opportunities, we need to collect personal data for the reasons described in the previous section. In any event, we are committed to ensuring that the information we collect and use is appropriate for this purpose, and does not constitute an invasion of your privacy. In terms of being contacted for marketing purposes we would contact you for additional consent.

Will Lumen Christi Catholic Multi Academy share my personal data with anyone else?
We may pass your personal data on to third-party service providers contracted to Lumen Christi Catholic Multi Academy in the course of dealing with you. Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with our own procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

How will Lumen Christi Catholic Multi Academy use the personal data it collects about me?
Lumen Christi Catholic Multi Academy will process (collect, store and use) the information you provide in a manner compatible with the EU's General Data Protection Regulation (GDPR). We will endeavour to keep your information accurate and up-to-date, and not keep it for longer than is necessary. Lumen Christi Catholic Multi Academy is required to retain information in accordance with the law, such as information needed for income tax and audit purposes. How long certain kinds of personal data should be kept may also be governed by specific business-sector requirements and agreed practices. Personal data may be held in addition to these periods depending on individual business needs.

Under what circumstances will Lumen Christi Catholic Multi Academy contact me?
Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that Lumen Christi Catholic Multi Academy holds about me?
Lumen Christi Catholic Multi Academy, at your request, can confirm what information we hold about you and how it is processed. If Lumen Christi Catholic Multi Academy does hold personal data about you, you can request the following information:

- Identity and the contact details of the person or organisation that has determined how and why to process your data.
- Contact details of the data protection officer, where applicable.
- The purpose of the processing as well as the legal basis for processing.
- If the processing is based on the legitimate interests of Lumen Christi Catholic Multi Academy or a third party, information about those interests.
- The categories of personal data collected, stored and processed.
- Recipient(s) or categories of recipients that the data is/will be disclosed to.

- If we intend to transfer the personal data to a third country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
- How long the data will be stored.
- Details of your rights to correct, erase, restrict or object to such processing.
- Information about your right to withdraw consent at any time.
- How to lodge a complaint with the supervisory authority.
- Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
- The source of personal data if it was not collected directly from you.
- Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

What forms of ID will I need to provide in order to access this?

Lumen Christi Catholic Multi Academy accepts the following forms of ID when information on your personal data is requested:

- current passport bearing a photograph and signature, or
- driving license, bearing a photograph and signature.

If you do not hold a current passport or driving license two copies of other identification documents may be accepted as an alternative, such as:

- birth certificate;
- utility bill from preceding three months bearing current address;
- current vehicle registration document;
- bank statement from preceding three months;
- current rent book.

Contact details of the Data Protection Officer / GDPR Owner:

	Data Protection Officer contact details
Contact Name:	Hollie Parrish
Address line 1:	St. Thomas Aquinas Catholic School
Address line 2:	Wychall Lane
Address line 3:	Kings Norton
Address line 4:	Birmingham
Address line 5:	B38 8AP
Email:	h.parrish@stacs.org
Telephone:	0121 464 4643

Document Owner and Approval

The Data Protection Officer is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.

Change History Record

Issue	Description of Change	Approval	Date of Issue
1.00	Initial issue	Hollie Parrish	1.5.18