

## **PRIVACY NOTICE Staff of Academies within *The Collegiate Trust***

The *General Data Protection Regulation* (GDPR) will take effect on 25<sup>th</sup> May 2018. All academies within our Trust comply with GDPR, and this *Privacy Notice* outlines issues with regard to staff (directly employed, agency, contract and volunteers) at all academies within the Trust.

The **Data Protection Officer** (DPO) for *The Collegiate Trust* is:

**Dawn Martin**

The DPO can be contacted at:

[DPO@tct-academies.org](mailto:DPO@tct-academies.org)

### **1. Information on the Collection, Processing and Storage of Data**

#### **a. Why do we collect and how do we use staff data?**

We collect staff data in each of our academies in order to meet our legal obligations as an employer, and to ensure educational activity is carried out in line with legal and statutory requirements. We then process staff data:

- i. in order to protect the vital interests of an individual
- ii. to comply with the Trust's legal obligations in the field of employment and social security and social protection law
- iii. for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- iv. for reasons of public interest in the area of public health
- v. for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services, based on law, or pursuant to contract with a health professional
- vi. for reasons of substantial public interest, based on law, which is proportionate in the circumstances and which provides measures to safeguard the fundamental rights and the interests of the data subject

#### **b. Collecting Staff information**

We do not collect staff information unless it is required as outlined above.

#### **c. Which Staff data do we collect and hold?**

- i. personal information (such as name, address, teacher reference number, national insurance number)
- ii. next of kin contact information
- iii. special categories of data, including characteristics information such as gender, age, ethnic group
- iv. contract information (such as start dates, hours worked, post, roles and salary information)
- v. work absence information (such as number of absences and reasons)
- vi. performance (such as appraisal, capability and disciplinary matters)
- vii. qualifications and recruitment information (and, where relevant, subjects taught)
- viii. information relevant to the School Workforce Census and absence information
- ix. relevant medical information
- x. relevant payroll information
- xi. confirmation of DBS
- xii. confirmation of right to work in the UK
- xiii. original application to work in an academy within the Trust, and references supplied in support thereof

- xiv. CCTV Data at Riddlesdown Collegiate and The Quest Academy, as it is considered necessary to protect students' safety and the Trust's property. This is deleted after 30 days.
- xv. Riddlesdown Collegiate and The Quest Academy operate biometric recognition systems for ordering school meals.

**d. Which Staff data do we share?**

We do not share information about our staff with anyone without consent unless the law and our policies allow us to do so.

- i. We share staff data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, links to funding and the assessment of educational attainment. We are required to share this information under section 5 of the *Education (Supply of Information about the School Workforce) (England) Regulations 2007* and amendments. The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the DfE's data sharing process, go to:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the DfE, go to:

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

- ii. We also share staff data with the Local Authority (LA) in which each academy is situated. We are required to do this also under section 5 of the *Education (Supply of Information about the School Workforce) (England) Regulations 2007* and amendments.

**e. How long do we store information?**

We hold staff data throughout your period of employment or engagement with one of our academies through a contract or voluntary arrangement, and for 6 years after the cessation of your employment. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

**2. Further Information**

**a. Your Rights:**

- To be informed of data processing (which is covered by this *Privacy Notice*)
- To access information via a Subject Access Request
- To have inaccuracies corrected
- To have information erased
- To restrict processing
- To withdraw consent (see below)
- To complain to the *Information Commissioner's Office* (see below).

**b. Withdrawal of Consent**

The lawful basis upon which an academy processes personal data is that it is necessary in order to comply with the Trust's legal obligations and to enable it to perform tasks carried out in the public interest. Where the academy processes personal data solely on the basis that you have consented to the processing, you will have the right to withdraw that consent. To withdraw consent, please contact the DPO.

**c. Complaints**

If you are unhappy with any aspect of the way in which we handle data, please contact the DPO.

If you are not happy with the way in which the DPO has handled your approach, you may contact the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Please note that you cannot contact the Information Commissioner's Office with a complaint until you have exhausted the process with the DPO.