

Privacy notice for the school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, SS Simon & Jude CE Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

See details below for Data Protection officer (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted 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, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership if this is payable via your salary.
- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help us run the school, including to:

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

Our lawful basis for using this data

In addition to having a purpose to process your personal data, we must also meet one of the six lawful bases set out in Article 6 of the UK General Data Protection Regulation (UK-GDPR). Most commonly we rely upon the following lawful bases to process your data:

- To fulfil a **contract** we have entered into with you; for instance, we cannot meet the terms of your employment contract without processing certain information about you.
- To comply with a **legal** obligation for example when checking your right to work status or sharing your tax information to HMRC.
- To carry out a task in the public interest such as submitting staff data to the DfE as part of the workforce census and meeting other statutory obligations.

Less commonly, the following lawful bases are relied upon:

- You have given us **consent** to use your information in a certain way for instance when using your photo on our website or as part of promotional activities.
- We need to protect your **vital interests** (or someone else's interests) such as sharing your name and key contact details with the emergency services if an accident occurs.
- We have **legitimate interests** in processing the data for example in instances where we are named as a referee by yourself.

How about special category data?

As special category data is much more sensitive in nature, the UK-GDPR requires us to take extra measures to ensure our purposes for processing is lawful. We therefore must meet an additional lawful bases, this time from Article 9 to process it.

When processing special category data as part of our routine operations, we rely upon one of the following additional lawful bases:

- You have provided **explicit consent** to process sensitive information such as when we share your medical information with occupational health.
- Your information is processed for reasons of **employment, social security and social protection** for instance when sharing special category data to meet our obligations under employment law.
- Your information is processed for reasons of **substantial public interest**; submitting your gender and ethnicity as part of the workforce census for equal opportunities monitoring is a good example. In addition, this lawful basis covers our statutory obligations to process sensitive information and the sharing of information for safeguarding and crime prevention.

Further information on lawful bases

In situations where you have provided us with consent to use your data, you may withdraw this consent or change your preferences at any time. We will always make it clear at the time of seeking consent that it is completely optional and provide you with instructions on how best to inform us if you change your mind.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

Most of the information that we process about staff is provided directly by you when you complete your application forms and data collection sheets upon induction. We also receive information from third parties including previous employers, HMRC and other government bodies such as right to work and QTS checks.

Further information will be collated as your employment with us progresses for instance, pay slips, tax documents, training records and appraisal information.

Whilst most of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data is stored in line with our Data Protection Policy a copy of which can be found on the Trust or your respective school website.

Upon induction to the Trust, we create an employment file for each staff member which is held electronically on our secure employment portal. The information contained in your file is secured by password protection and only used for purposes related to your employment. Access to your file is strictly limited to a small number of staff in the HR team along with the Headteacher if you are employed at one of our schools.

We do not routinely keep paper records relating to staff, any notes or physical documentation collated will be securely shredded once it has been scanned and uploaded to your employment file.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule. We must keep certain categories of staff information for extended periods once you leave to comply with our legal obligations as an employer.

Our Retention Schedule is available on Trust websites and provides further information on how long your information is kept.

Data sharing

We only share information about you with third parties where the law or our policies require us to do so, or if you have provided your consent.

As a Trust, we carefully select and monitor third parties that we share information with to ensure they meet the same high security standards as we expect at the Trust and comply with the relevant data protection legislation.

We routinely share your information with the following parties to meet our legal obligations:

- The Local Authority (when reporting safeguarding concerns and requesting access to services to support your employment).
- The Department for Education (when submitting your data as part of statutory data collections such as the workforce census). You can find out more about statutory data collections here: [Data Collection for Schools](#).
- Central & Local Government (submitting staff data to HMRC for tax and benefit purposes)
- Regulators including Ofsted & Regional Schools Commissioner (review staff information and record keeping ensuring compliance)
- Auditors (review staff data to ensure best practice and compliance with Companies House and the Academies Framework)
- Financial Organisations including the Teachers Pension & LGPS (to fulfil pension and benefit entitlement)

Less commonly, we may share your information with the following parties to meet a legal obligation:

- Emergency Services (if an accident / incident occurs)
- Police, Court, Tribunals & Insurance (prevention / detection of crime or making / defending a legal claim)
- Governing & Professional Bodies including HSE (if a serious accident occurs) and ICO (if a high-risk data breach occurs)

- Health Authorities & Welfare Services (to keep you safe and provide health & wellbeing support)

We also share your data with third parties for operational purposes and to help us meet the terms of your employment contract. This includes:

- Educators & Examining Bodies (to support your CPD)
- Service Providers to the school such as IT, Payroll etc (to allow them to provide vital operational services to the school and administer staff accounts)
- Professional Advisors including Solicitors & Consultants (to provide vital services to the school and provide support to staff where necessary)
- Your Family or Named Representatives (if an accident / incident occurs)
- Employment / Recruitment Agencies & Future Employees (when providing references)

In certain circumstances we share your information with your consent:

- Survey and Research Organisations
- Trade Unions and Associations
- Charities and Voluntary Organisations (if we feel they can provide support to you and keep you safe)

Transferring data internationally

We do not routinely share staff data outside of the United Kingdom. If a situation arises in which we must transfer your information to another country or region, we will do so in accordance with data protection law.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it.
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this.
- Give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Your other rights regarding your data

Under data protection law, individuals also have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress.
- Prevent your data being used to send direct marketing.
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

We must respond to all requests made regarding your rights within one calendar month; an extension may be applied by two calendar months if your request is deemed complex, we will however notify you of our intentions to extend the response time within the first month.

To exercise any of these rights, please contact our Data Protection Officer (DPO)

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us:

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Officer

SS Simon & Jude CE Multi Academy Trust t/a Vantage Academy Trust

SS Simon & Jude CE Primary School, Newport Road, Bolton BL3 2DT

Website: www.sssj.bolton.sch.uk Email: dpo@vantageacademies.co.uk

[*Indicates disclaimer to be signed](#)