

PRIVACY NOTICE – STAFF WORKFORCE (How we use school workforce information)

This Privacy Notice relates to members of staff within the Trust, volunteers and Trainee Teachers via Teach East

The Four Cs Multi-Academy Trust (MAT) is the data controller for the purposes of the General Data Protection Regulations. The Trust and its schools collect information from you and may receive information about you from your previous employer / training provider.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and annual leave
- relevant medical information
- payroll information including bank account details, pension and benefits information
- photographs and CCTV footage
- data about your use of the school's information and communication system
- 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 management information
- outcomes of any disciplinary or grievance procedures

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies, facilitate safer recruitment as part of our safeguarding obligations towards pupils
- enable individuals to be paid
- improve the management of school workforce data across the sector
- support effective performance management
- allow better financial modelling and planning
- enable equalities monitoring
- support the work of the School Teacher Review Body and the School Support Staff Negotiating Body
- enable completion of statutory departmental censuses under sections 113 and 114 of the Education Act 2005
- keep individuals safe and maintain staff well-being

The lawful basis on which we process this information

We collect and use information under the lawful basis of 'Public Task', Legal or Contractual obligations.

Where the lawful basis is not considered to be 'Public Task', Legal or Contractual obligations, we will consider obtaining consent where appropriate or acting in the vital interests of the individual.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for no longer than is necessary for the purpose or purposes it was collected. Reasonable steps will be taken to destroy, or erase from the systems, all data which is no longer required.

Who we share this information with

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with Data Protection law), we may share personal information about you with:

- our Local Authority – to meet legal obligations to share certain information such as safeguarding concerns. We are also required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- the Department for Education (DfE), central and local government – to meet legal obligations with regard to workforce policy monitoring, evaluation, and links to school funding / expenditure. We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- Health Authority and social welfare organisations – to meet legal obligations to share certain information such as health and safeguarding concerns
- Police forces, courts and tribunals – to meet legal obligations
- Four Cs Multi-Academy Trust and Governors – to meet contractual requirements.
- Personnel and Payroll providers - to meet contractual requirements, eg paying staff. This includes sharing data with H M Revenue and Customs, Office of National Statistics, Childcare Voucher provider, Teachers Pensions or Local Government Pension Scheme.
- our regulator eg Ofsted – to meet legal obligations
- suppliers and service providers – to enable them to provide the service we have contracted them for such as payroll, audit and accountancy services

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, or be given access to your staff record, contact your respective Headteacher who will inform the Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

- The Four Cs MAT Data Protection Officer, based at the Head Office c/o Arthur Mellows Village College, Helpston Road, Glinton, Peterborough, PE6 7JX.