

# Privacy notice for the school workforce

17/05/2018 Version Number: 01

A. Lamb

Review Date: 16/05/2019

Northern  
House  
School



Northern House School Academy Trust has the legal obligation to collect and process personal data relating to those we employ to work at the academy, or those otherwise contracted to work at the academy. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

We process personal data for employment purposes to assist in the running of the school and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers' Review Body
- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Legislative compliance
- Safeguarding and Safer Recruitment requirements
- Monitoring purposes
- Workforce planning
- HR administration and processes

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information. processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

If staff members fail to provide their personal data, there may be significant consequences, including the failure to pay salaries and failure to meet legal compliance. Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the school to do so.

# Privacy notice for the school workforce

17/05/2018 Version Number: 01

A. Lamb

Review Date: 16/05/2019

---

Northern  
House  
School



We will not share information about you with third parties without your consent unless the law allows us to. We are required, by law, to pass on some of this personal data to:

- The Local Authority
- the Department for Education (DfE)

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

These are the following but not limited to:

- Sandwell MBC Payroll people solutions
- Services4schools

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed and will not be retained indefinitely, whilst you are a member of staff and for a minimum of 6 years from the date of termination or 25 years (business need) if you have worked with children.

As the data subject, you have a legal right to:

- Request in writing access to the personal data that Northern House School Academy Trust holds.
- Request in writing that your personal data is amended.
- Request in writing that your personal data is erased.
- Request in writing that the processing of your data is restricted.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Northern House School Academy Trust processes their personal data.

If you require further information, contact the school Business Manager.