



Woodland Grange Primary School

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Headteacher: Mr K Hayles

School Workforce Privacy Notice – General Data Protection Regulations

We, Oak Multi Academy Trust trading as Manor High School, are a data controller for the purposes of the General Data Protection Regulations (GDPR). This privacy notice explains how we use any personal information we collect about you.

What information we collect about you?

We process personal data relating to those we employ to work at, or otherwise engage to work at our trust. This information includes:

- Personal information (such as name, National Insurance number and address)
- Characteristics (such as ethnicity, employment contracts, remuneration details qualifications and absence details)

Who we share information with and why

We are required, by law, to pass on some of this personal data to:

- our local authority
- the Department for Education (DfE)

We will not share information about you with third parties without your consent unless the law allows us to.

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- 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
- comply with guidance such as 'Working Together' and safeguarding obligations

If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

The lawful basis on which we collect and process this information

We must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act.

The lawful basis for schools to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

Requesting access to your personal data

If you require more information about how we and/or DfE store and use your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To make a request for your personal information, or be given access to your record, contact admin@oaktrust.org stating which school you are employed by.

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we request 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact: admin@oaktrust.org.



OAK Multi Academy Trust

(Trading as Woodland Grange Primary School)

Registered Office: Copse Close, Oadby, Leicestershire LE2 4FU

Company number: 07695364 (Registered in England and Wales)

