

Privacy notice for staff

For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you. The postal address of the Trust is Park Road, Haverhill, Suffolk CB9 7YD. The Data Protection Officer for the Trust can be contacted at dpo@swatrust.co.uk. In this policy 'we' and 'us' means the Academy Trust.

The categories of school information that we process include:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender or age)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- payroll information (including bank account details)
- special category data (previously known as sensitive personal data) (such as medical information, ethnic group and trade union membership, if you supply it)

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, our Trust. This is for employment purposes to assist in the running of the Trust and to enable individuals to be paid.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and, in the case of special category data (i.e. sensitive personal data), processing that data is necessary for performing or exercising obligations or rights which are conferred on us or on you, by law, in connection with your employment
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- In the case of special category data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest
- The processing is necessary for the performance of our education function which is a function in the public interest

How we collect workforce information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We may also collect information from previous employers or educational establishments. You will know about this because you will have supplied us with the relevant contact details.

How we share your information with third parties

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 the personal data which we collect to:

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

Local Authority

We are required to share information about our workforce members with our local authorities (LAs) under section 5 of the Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007 and amendments.

Department of Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. 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) (No.2) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current government security policy framework.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about you to our HR provider for the purposes of HR management. The details shared include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

For ordinary personal data uses:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject
- The disclosure is necessary for the performance of our education function which is a function in the public interest
- We collect your consent

For special category data (i.e. sensitive personal data) uses:

- The disclosure is necessary for safeguarding purposes, i.e. to protect pupils from harm and is therefore in the substantial public interest
- The disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful (but you are not required to provide information for that purpose if you do not want to)
- We collect your explicit consent

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Trust website.

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Trust HR Director.

More information about your rights is available in our data protection policy, which is available on the Trust website.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.