



THE ST. BART'S
ACADEMY
TRUST



Privacy Notice (For School Workforce)

Hazel Slade Primary

May 2018

The St. Bart's Academy Trust
Privacy Notice (For School Workforce)

Produced Date:	May 2018
Approved by Trust Board:	
Review Date:	

Date	Section Amended	Signature

Hazel Slade Primary			
Position	Signed	Print	Date
Chair of Governors			
Principal			



Contents

1.	Privacy Notice (How we use school workforce information)	4
2.	The categories of school workforce information	4
3.	Why we collect and use this information	4
4.	The lawful basis on which we use this information	5
5.	Collecting this information	5
6.	Storing this information	5
7.	Who we share this information with	5
8.	Data collection requirements	6
9.	Requesting access to your personal data	7
10.	Complaints	7
11.	Contact us	8

The St. Bart's Academy Trust

1. Privacy Notice (How we use school workforce information)

St. Bart's Multi-Academy Trust, as your employer, are required to keep a certain amount of data about you. This comprises personal data, as it would allow someone to identify you from that information.

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.

2. The categories of school workforce information that we collect, process, hold and share (where appropriate) includes, but is not restricted to:

- personal information (such as name, employee or teacher number,)
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- contract information (such as start dates, hours worked, post, roles, salary, annual leave, pension and benefits information)
- Bank account details, payroll records, National Insurance number and tax status information
- qualifications (and, where relevant, subjects taught)
- 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
- DBS information
- Passport information
- 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
- Use of Car information - Copy of driving licence, MOT, Insurance
- 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
- Health, including any medical conditions, and sickness records

3. While you are employed by the school

Information about you	Retained?	Length Retained
Name and any former names	Yes	Throughout employment + 6 years
Address details	Yes	Throughout employment+ 6 years
Contact details	Yes	Throughout employment+ 6 years
Right to work	No	Viewed at shortlisting only; destroyed
Bank details	Yes	Throughout employment
Next of Kin details	Yes	Kept on file for emergencies only
DBS details (if required to disclose)	No	Viewed at shortlisting only; destroyed

Information about your position within the school	Retained?	Length Retained
Application details	Yes	Throughout employment + 6 years
Union membership (if this is part of your role within the School)	Yes	Whilst relevant to role in school
Insurance details, if you drive on school business or drive school vehicles	No	Viewed annually

Information about your performance	Retained?	Length Retained
Appraisals	Yes	Current year + 5 Years
Improvement Plans	Yes	For period of improvement plan plus and time specified
Details and notes of meetings	Yes	Current year + 5 Years
Grievances	Yes	Throughout employment + 6 years
Verbal warnings	Yes	For time specified
Written warnings	Yes	For time specified

3. Why we collect and use this information

The purpose of processing this data is to help us run the school. 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
- enable individuals to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

4. The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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.

5. Collecting this information

While the majority of 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.

6. Storing this information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Records Management Policy which is taken from the Information and Records Management Society's toolkit for schools.

7. Who we share this information with

We do not share information about you with any third party without your 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 our legal obligations to share certain information with it, such as safeguarding concerns and information about performance and staff dismissals (Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.)
- The Department for Education - we share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment (Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.)

- Your family or representatives
- Educators and examining bodies
- Ofsted
- The Multi Academy Trust
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations and our auditors
- Central and local government
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

8. Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

To contact the department: <https://www.gov.uk/contact-dfe>.

9. 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, contact: Mrs Sarah Camacho, Head of School.

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 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/>.

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.

If you would like to make a request, please contact our data protection officer.

5. Our References Policy

In accordance with Data Protection rules, we will remove information from your file at specified intervals. This may mean that shortly after you leave employment, we will not be keeping any information about your professional tenure at our school.

The maximum time we will be able to give a narrative reference for you is 3 years. After this time we will only be able to confirm the dates of employment at our school.

In some circumstances it may be appropriate for us to agree with you a form of words for a Reference. We are not obliged to do this. If we do, it will be subject to the same maximum time for the giving of a Reference.

Computers and ICT equipment are provided for the benefit of all in the learning community, and to help deliver improvements in teaching and learning. Access to the facilities is a privilege and not a right. There are some basic rules that staff and learners need to follow, to ensure that everyone in our school community can benefit from these facilities.

10. 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 data protection officer.

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

11. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer (DPO):

Our DPO is Steve Jones and is contactable via sjones@sbmat.org or 01782 235524



THE ST. BART'S
ACADEMY
TRUST



St. Bart's Multi-Academy Trust
c/o Belgrave St. Bartholomew's Academy,
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP
www.sbmat.org T: 01782 235524 F: 01782 235525