



# Privacy notice for the school workforce

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## 1. Introduction

Under data protection law, individuals have a right to be informed about how our trust and its schools 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.**

Our Trust, All Saints Schools Trust, All Saints Primary School, The Granary at Wingfield Barns, Church Road, Wingfield, Diss IP21 5RA, 01986 899603, is the 'data controller' for the purposes of data protection law.

Our data protection officer is Tracey Riches, Clear 7 Consultancy (see 'Contact us' below).

## 2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, employee or teacher number, national insurance number and tax reference number)
- Characteristics (such as age, marital status and gender)
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- 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 information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs captured in school
- Trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## 3. Why we use this data

We use the data listed above to:

- a) Enable you to be paid

- b) Facilitate safe recruitment, as part of our safeguarding obligations
- c) Support effective performance management
- d) Inform our recruitment and retention policies and procedures
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring

### 3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

### 3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## 4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

Under the UK General Data Protection Regulation, and the Data Protection Act 2018, the lawful bases we rely on for processing your information are: Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of (a), in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- For the purposes of (b), (c), (e) and (f), in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
  - for purpose (b): Keeping children safe in education – Statutory guidance for schools and colleges.
  - for purpose (c): School Staffing (England) Regulations 2009 and Education (School Teachers' Appraisal)(England) Regulations 2012
  - for purpose (e): Academies Financial Handbook
  - for purpose (f): Equality Act 2010
- For the purposes of (d), in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. If you change your mind or are unhappy with our use of your personal data, please contact your school's Data Protection Lead in the first instance.

### 4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

We are required, by law, to pass on some of the personal data which we collect to:

- Local authorities
- Department for Education (DfE)

### Local Authorities

We are required to share information about our workforce members with local authorities (LAs) under section 5 of Education (Supply of Information about the Schools Workforce)(England) Regulations 2007 and amendments.

### Department for Education

DfE collects personal data from education settings and LAs via various statutory data collections. We are required to share information about our schools employees with the DfE under section 5 of Education (Supply of Information about the Schools Workforce)(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.

## 6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our [Records Management & Retention Policy](#) sets out how long we keep information about staff.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## 7. Who we share data with

We do not share information about you with any third party 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:

- HMRC
- Ofsted
- Disclosure and Barring Service (DBS)
- Teaching Regulation Agency (TRA)
- Our auditors
- Health authorities
- Professional advisers and consultants
- Police forces, courts and tribunals
- Service providers (eg where you have decided to become part of a salary sacrifice scheme)
- Your pension provider (in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement)

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

For ordinary personal data:

- 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
- The disclosure is necessary to protect someone's life (ie it is in their vital interests)
- We collect your consent

For special category data (ie sensitive personal data):

- The disclosure is necessary for safeguarding purposes, ie 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)
- The disclosure is necessary to protect someone's life (ie it is in their interests)
- We collect your explicit consent.

## 7.1 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 to by law to keep it. Full details are given in our Records Management Policy which can be found on the trust's website.

## 7.2 Transferring data internationally

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

# 8. Your rights

## 8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- 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 us (see 'Contact us' below).

## 8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact your school's Data Protection Lead in the first instance (see 'Contact us' below).

## 9. 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.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

Our data protection officer is:

- Tracey Riches, Clear 7 Consultancy

However, our **data protection leads** have day-to-day responsibility for data protection issues in our schools.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

SCHOOL	NAME OF LEAD	EMAIL	PHONE NUMBER
All Saints – Laxfield	Sheena Read	<a href="mailto:office@laxfieldprimaryschool.co.uk">office@laxfieldprimaryschool.co.uk</a>	01986 798344
Charsfield	Lizi Reynolds or Sarah Clarke	<a href="mailto:office@charsfield.suffolk.sch.uk">office@charsfield.suffolk.sch.uk</a>	01473 737347
Dennington	Lisa Harwood	<a href="mailto:office@denington.suffolk.sch.uk">office@denington.suffolk.sch.uk</a>	07128 638206
Fressingfield	Jane Drax	<a href="mailto:admin@fressingfield.suffolk.sch.uk">admin@fressingfield.suffolk.sch.uk</a>	01379 586393
Great Whelnetham	Angela Kimber	<a href="mailto:office@greatwhelnetham.co.uk">office@greatwhelnetham.co.uk</a>	01284 386203
Occold	Nathalie Jackson	<a href="mailto:office@occoldprimaryschool.org">office@occoldprimaryschool.org</a>	01379 678330
St Peter & St Paul – Eye	Michele Norton	<a href="mailto:admin@eyeprimarysuffolk.org">admin@eyeprimarysuffolk.org</a>	01379 831500
Stradbroke	Lucy Turner	<a href="mailto:admin@stradbroke.suffolk.sch.uk">admin@stradbroke.suffolk.sch.uk</a>	01379 384415
Thorndon	Claire Stone	<a href="mailto:office@thorndon.suffolk.sch.uk">office@thorndon.suffolk.sch.uk</a>	01379 678392
Wortham	Danielle Paine	<a href="mailto:admin@wortham.suffolk.sch.uk">admin@wortham.suffolk.sch.uk</a>	01379 898484
Trust	Odile Wladon	<a href="mailto:o.wladon@asst.org.uk">o.wladon@asst.org.uk</a>	01986 899603