

Privacy notice for staff

May 2018

Introduction

The Trust is required to collect and hold some personal information about staff to enable the Trust to operate.

This privacy notice gives more details on what personal information we collect, why we collect it, when and how we share it with third parties. The notice also explains your rights with regard to the personal information that we collect and hold.

Wimborne Academy Trust is the responsible body for the personal information controlled by Trust schools. The Trust is subject to the General Data Processing Regulation (GDPR) and is registered as an information controller with the Information Commissioner's Office under registration reference ZA104683.

Why do we collect and use your information?

The personal information of staff is collect and used:

- To meet employment requirements – statutory and contractual
- To carry out employment and pre-employment checks
- To monitor and report on staff performance
- To provide appropriate staff wellbeing support
- To assess the quality of our service
- To meet the statutory duties placed upon us
- To keep children safe in our schools

Which information is collected?

For the reasons set out above, the school collects and controls the following information:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information

On what basis is the collection and use of this information lawful?

The Trust has the legal right to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. The lawful bases under GDPR are set out below.

Where consent is not required:

Personal information: Article 6 of GDPR

- Processing is necessary for providing our public task of education and schooling
- Processing is necessary for compliance with our legal obligations
- Processing is necessary to protect the vital interests of you or someone else
- Processing is necessary to meet the terms of our contracts with you

Sensitive personal information: Article 9 of GDPR

- Processing is necessary for reasons of substantial public interest
- Processing is necessary to protect the vital interests of you or someone else and you are not capable of providing consent
- Processing is necessary for your and/or our obligations and rights in relation to employment and tax law
- Processing is necessary for the establishment, exercise or defence of legal claims
- Processing is necessary for the purposes of preventive or occupational health provision

Where consent is required:

Personal information: Article 6 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose.

Sensitive personal information: Article 9 of GDPR

- You have given explicit consent for personal information to be used for a specific purpose, and the law does not stop us from accepting that consent.

How long is your information stored for?

In accordance with the GDPR, the personal information is not stored indefinitely; information is only stored for as long as is necessary to complete the task for which it was originally collected.

Will your personal data be sought from third parties?

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.

Who do we share your information with?

We do not share information about our staff with anyone without seeking specific consent, unless the law and our policies allow us to do so.

We are required by law to share some personal information with our local authorities and the Department for Education (DfE). This enables them to:

- Improving the management of workforce data across the sector.
- Enabling the 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.

Other circumstances under which we share staff information without seeking specific consent are set out below. With:

- Our employees and contractors where there is a legitimate reason for their processing the information (including service providers such as our external payroll provider, our insurers, external legal and HR advisers and MIS providers)
- Current, past or potential employers of our staff (to provide or obtain references)
- Professional and regulatory bodies in relation to the confirmation of conduct including complaints, job description and information provided as part of the recruitment process
- Government departments and agencies where we have a statutory obligation to provide information (e.g. Her Majesty's Revenue and Customs (HMRC), the Home Office (in connection with UK visas and immigration), the Disclosure and Barring Service (DBS))
- Third parties who work with us to provide staff support services (e.g. health plan and occupational health services)
- Third parties who are contracted to provide IT services or storage for us
- Other education providers or employers where the member of staff is taking part in an exchange programme or other collaboration as part of their employment
- External organisations including funders and third party clients (for example, where our member of staff is named as part of a Teaching School application for external funding or is working with other schools as an SLE)
- Crime prevention or detection agencies (e.g. the police, security organisations, Department for Works and Pensions and local authorities)
- Legal representatives of a current, former or potential member of staff
- Internal and external auditors
- Courts and tribunals
- Press and the media, including school websites.

What are your rights?

Staff have the following rights in relation to the processing of their personal information.

You have the right to:

- Request access to the personal data that is held.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your information is based on your consent, you have the right to withdraw this consent at any time. Withdrawal of consent in some circumstances could affect your employment if it would result in the Trust being unable to fulfil its contractual or statutory obligations, or to keep children safe.

Where can you find out more information?

You can contact your school's Headteacher to discuss data protection and processing of personal information. Additionally, the Trust's interim Data Protection Officer is Ross Bowell and he can be contacted on 01202 922670 or by email at data.protection@wimborneacademytrust.org.

If you have a concern about the way your personal information is being collected or used which cannot be resolved by the school or Trust you can raise a concern directly with the Information Commissioner's Office.