

# School Workforce Privacy Notice

## How the trust use your information

The trust, **process** personal data relating to those we employ to work at, or otherwise engage to work within the LIFE Multi Academy Trust. This is for employment purposes to assist in the running of the trust and/or to enable individuals to be paid. The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector;
- enabling 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; and
- supporting the work of the School Teachers' Review Body.

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

The trust, **shares** 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; and
- comply with guidance such as 'Working Together' and safeguarding obligations

If the trust, is 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

The trust, must make sure that information we collect and use about pupils is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools/trusts 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.

We share information to comply with statutory, regulatory and contractual obligations. 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 this personal data to:

- our local authority – Leicestershire County Council and Leicester City Council (where applicable)
- the Department for Education (DfE)

If you require more information about how we and/or DfE store and use your personal data please visit:

- [www.leicestershire.gov.uk](http://www.leicestershire.gov.uk) or [www.leicester.gov.uk](http://www.leicester.gov.uk) (as applicable)
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you would like to see a copy of information about you that we hold, please contact:

- Bosworth Academy : Carly Harper on [carlyharper@bosworthacademy.org.uk](mailto:carlyharper@bosworthacademy.org.uk)
- The Winstanley School : Sue Hambleton on [shambleton@winstanleyschool.org.uk](mailto:shambleton@winstanleyschool.org.uk)
- Kingsway Primary School : Ann Pearce on [apearce@kingsway.org.uk](mailto:apearce@kingsway.org.uk)
- Data Protection Officer : J A Walker Solicitors on [info@jawalker.co.uk](mailto:info@jawalker.co.uk)