

May 2018

Staff Privacy Notice

We process data relating to those we employ to work at, or otherwise engage to work at, within Aldridge Education (the Trust). The purpose of processing this data is to assist in the running of the Trust and its academies.

The categories of school workforce information that we collect, process, hold and share includes:

- personal information (such as name, employee or teacher number, national insurance number, contact details, DBS, bank account)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons. details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- assessments of staff performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about your marital status, next of kin, dependants and emergency contacts
- Use of the IT Academy Services (to ensure their safe and appropriate use)
- Biometric information (such as fingerprints)
- CCTV footage and photographs.

Why we collect and use this information

We use school workforce data to:

- to fulfil our statutory obligations as an employer
- safeguard our students
- improve the quality of teaching and learning
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- comply with the law regarding data sharing
- to facilitate management of Academy IT services

The lawful basis on which we process this information

We collect and use pupil information under Article 6, and Article 9 where data processed is special category data from the General Data Protection Regulations May 2018 (GDPR) and for data collection purposes under the Education Act 1996 <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

What are the lawful bases for processing?

The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever you process personal data:

- (a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.
- (b) Contract: the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
- (c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).
- (d) Vital interests: the processing is necessary to protect someone's life.
- (e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
- (f) Legitimate interests: the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (This cannot apply if you are a public authority processing data to perform your official tasks.)

The Trust has drafted a number of policies to ensure all staff, trustees and governors are aware of their responsibilities and outlines how the Trust complies with the core principles of the GDPR.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

The Trust will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out by the relevant legislation and our backup retention periods.

Who we share this information with

We routinely share this information with:

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

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

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

Department for Education (DfE)

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.

We are required to share information about our staff with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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>

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 Subject.Access.Request@dukesacademy.org.uk

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;
- 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 by contacting us on GDPR@dukesacademy.org.uk or Liz Dawson, Director of Governance & HR elizabeth.dawson@aldridgeeducation.org Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact GDPR@dukesacademy.org.uk or Liz Dawson, Director of Governance & HR elizabeth.dawson@aldridgeeducation.org