

## Ridgeway Education Trust Privacy Notice for the Trust Workforce

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 schools.

We, Ridgeway Education Trust, Manor Crescent, Didcot, Oxfordshire, OX11 7AJ are the 'data controller' for the purposes of data protection law.

In this privacy policy notice 'we', 'us' and 'our' means Ridgeway Education Trust.

Our Data Protection Officer role is contracted in through Turn IT On. Contact details can be found at the end of this privacy notice.

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, 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
- Details of medical or health conditions
- Outcomes of any disciplinary and/or grievance procedures (within prescribed time limits)
- Absence data
- Copy of driving licence and car registration details
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information that falls into “special categories” of more sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us)

### Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers’ Review Body

### Our lawful basis for using this data

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and, in the case of special category personal data, i.e. sensitive information, processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- In the case of special category personal data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function, which is a function 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.

## 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.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

## How we store this data

Personal data is stored in line with our Data Protection Policy / the IRMS Information Management Toolkit.

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 the IRMS Information Management Toolkit which our Trust has agreed to adopt in determining data retention periods.

## Data sharing

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:

- **Local Authority** We are required to share information about our workforce members with our local authority (LA) in certain circumstances, e.g. where there may be safeguarding concerns  
If you require more information about how the local authority stores and uses your personal data please visit: <https://www.oxfordshire.gov.uk/council/about-your-council/access-data-and-information>
- **Department for Education (DfE)** The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce as well as children and young people with the DfE for the purpose of those data collections, under [section 5 of the Education \(Supply of Information about the School Workforce\) \(No 2\) \(England\) 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.

If you require more information about how the DfE processes your personal data please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- **Disclosure and Barring Service (DBS)** We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.
- **Payroll and HMRC** We disclose details about you, including your national insurance number and absence information to our payroll provider to enable you to be paid. We also share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.
- **Salary Sacrifice Scheme** Where you have decided to become part of a salary sacrifice scheme, such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.
- **Pension** We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.
- **Our Regulator** We share your details with Ofsted to meet our legal obligations and as it is necessary for the performance of a task carried out in the public interest and in the exercise of authority.
- **Our auditors** when it is necessary for compliance with a legal obligation.
- **Police forces, courts, tribunals** which is necessary for compliance with a legal obligation.
- **Professional bodies** when it is necessary for the performance of a contract.

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

**For ordinary personal data uses:**

- 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 RET is subject.

- The disclosure is necessary for the performance of our education function which is a function in the public interest.
- We collect your consent

#### **For Special Category Personal Data (ie sensitive personal information) uses:**

- 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) and we collect your explicit consent.

#### **Biometric Systems**

Some of our schools operate a biometric system for staff identification in their cashless catering systems. Staff have the option to be issued with a PIN number as an alternative should that be their wish.

#### **Transferring data internationally**

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.

#### **Requesting access to your personal data**

You have the right to

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability;
- Object to us processing your information
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer through the Trust Director of Finance & Services, in the first instance.

#### **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. The DPO can be contacted through the Trust Director of Finance & Services or directly by via [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk)

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

### **Contact us**

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

- Chris Powell - Trust Director of Finance & Services  
[cpowell@didcotgirls.oxon.sch.uk](mailto:cpowell@didcotgirls.oxon.sch.uk) or telephone 01235 812092

Matters will be referred on to the Trust DPO where applicable. The DPO can also be contacted direct on [dpo@turniton.co.uk](mailto:dpo@turniton.co.uk) if needed.