



PRIVACY NOTICE FOR ALL TRUST STAFF

Policy Title	Privacy Notice for all Trust Staff	Department Responsible:	DPO
Version	V2 – 27 November 2018 V3 – 1 September 2019 V4 – 1 September 2020	Review Date:	1 September 2022

How we use information

The Shared Learning Trust and its academies process personal data relating to those we employ or otherwise engage to work at our trust. This is for employment purposes to assist in the running of the trust, its academies and 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
- ensuring safeguarding and child protection checks are carried out
- enabling ethnicity and disability monitoring

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

- personal information such as first name (s), surname (s), address (s), email address (s), contact numbers, employee or teacher number, national insurance number, bank details
- We may process information about whether or not staff members are disabled so we can make reasonable adjustments for individuals who have a disability. Where we process other special categories of data, such as information about ethnic origin, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or we can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught, and work history)
- references from previous employers
- previous criminal convictions: where we process information on criminal convictions we only do this where the law allows us to do so. For certain positions, we undertake criminal records checks to ensure that individuals are permitted to undertake the role in question
- Signing in and out to ensure that we can mark staff as in for fire register purposes

Why we collect and use this information

In addition to the above we also this data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- support pension payments and calculations
- enable sickness monitoring
- enable leave payments (such as sick pay and maternity leave)
- develop a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- inform financial audits of the school
- fulfil our duty of care towards our staff

The lawful basis on which we process this information

We process this information under performance of a contract and legal obligation to ensure that the people we employ can be paid and have passed all the necessary safeguarding checks. The Department for Education also asks to provide information on our workforce. In addition to this we have a legitimate interest in process your personal data before, during and after the end of the employment relationship. Processing employee data allows us to:

- run recruitment and promotion processes
- determine the terms on which you work for us and making decisions on salary and remuneration;
- assessing qualifications, experience and skills for a particular task;
- maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of contractual and statutory rights;
- operate and keep a record of disciplinary, capability and grievance processes, to ensure acceptable conduct and performance within the workplace;
- operate and keep a record of your performance, to plan for career development, and for succession planning and workforce management purposes;
- operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that you are receiving the pay or other benefits to which you are entitled;
- obtain occupational health advice, ascertaining fitness for work, ensuring compliance with duties in relation to individuals with disabilities, meet its obligations under health and safety law, and ensure that you are receiving the pay or other benefits to which they are entitled;
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that we comply with duties in relation to leave entitlement, and to ensure that you are receiving the pay or other benefits to which you are entitled;
- process the ending of the contract relationship;
- ensure effective general HR and business administration;
- allow you access to our buildings;
- monitor your use of our information and communication systems to ensure compliance with our IT and social media policies;
- to ensure network and information security, including preventing unauthorised access to our computers and electronic communication systems;
- for workforce monitoring and to conduct data analysis to plan for workforce changes or development;
- provide references on request for current or former employees;
- respond to and defend against legal claims; and • maintain and promote equality in the workplace.

Where we rely on legitimate interests as a reason for processing data, we have considered whether those interests are overridden by the rights and freedoms of employees or workers and we have concluded that they are not

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 workforce information to us or if you have a choice in this.

Storing this information

We hold workforce data for 6 years after our employees have left their employment in line with legal requirements unless otherwise stipulated.

Who we share this information with

We routinely share this information with:

- the Department for Education (DfE) • our online HR and Payroll system
- Local Government Pension Scheme
- Teachers Pension Scheme

Why we share workforce information

- HMRC
- Home Office
- Other academies within The Shared Learning Trust

We do not share information about workforce members with anyone unless the law and our policies allow us to do so.

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 pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Payroll and HR system we use a 3rd party cloud provider for storing all personnel files, this system also ensures that staff are paid and provides a portal for staff to view information about themselves and to see payslips.

We share data with our pension scheme providers to ensure that employees have access to a pension.

We need to share personal data with HMRC to comply with our legal obligation to disclose employee salary details.

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/datacollection-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 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>

Your rights as Data Subjects including requesting access to your personal data

Under data protection law you have certain rights in respect of your data, as you can see below. If you would like to exercise any of these rights, please contact the central trust using the details below:

Kevin Martin – Data Protection Officer

Email: kevin.martin@thesharedlearningtrust.org.uk

Phone: 01582 211 211

1. The right to be informed – The information set out within this notice should inform you of why we process your personal data
2. The right of access – subject to limited exceptions, you can request us to send you copies of any data we process relating to you
3. The right to rectification – you can request we correct any data we process on you
4. The right to erasure – subject to limited exceptions, you can request that we delete any data we process relating to you. Please note that we may be required by certain legislation to retain data relating to you or we may otherwise need to hold certain data, for example for the defence of legal claims.
5. The right to restrict processing – subject to limited exceptions, you can request we limit the processing of the data we hold in respect of you
6. The right to data portability – under certain circumstances you can request for your data to be exported from our systems to a readable format for you to take elsewhere
7. The right to object – subject to limited exceptions you can ask us to stop processing your personal data
8. Rights in relation to automated decision making and profiling – where a decision has been made by automated means you can ask for human intervention. Please note The Shared Learning Trust and its academies do not carry out any automated decision making or profiling at this time.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Changes

The Shared Learning Trust will update this notice from time to time and it will be reissued when changes are made.

Further information

If you would like to discuss anything in this privacy notice please contact kevin.martin@thesharedlearningtrust.org.uk

We take the security of your data seriously. We have internal policies and controls in place to help ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed or made available except to authorised personnel in the proper performance of their duties or to restricted third party organisations who process data on our behalf and who are contractually obliged to ensure the security of your data