

PRIVACY NOTICE (How we use employee information)

Under data protection law, individuals have a right to be informed about how the Trust and its schools use 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 **employees** or people we otherwise engage, to work within our Trust.

We, Northern Ambition Academies Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Anastasia Byard (see 'Contact us' below).

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

- 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, teacher number and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we collect and use this information

We use this data:

- To enable you to be paid
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- To support effective performance management
- To inform our recruitment and retention policies
- To allow better financial modelling and planning
- To enable equalities monitoring
- To improve the management of workforce data across the sector
- To comply with our statutory obligations to report on the school workforce
- To assess the quality of our services
- To carry out research
- To comply with the law regarding data sharing

The lawful basis on which we use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we process it where:

- We need it to fulfil a contract we have entered into with you, e.g. to pay you for the work you do
- We need to comply with a legal obligation, e.g. we are legally required to check you are eligible to work in the UK
- We need it to perform an official task in the public interest, e.g. to provide data on the school workforce to the Department for Education

Less commonly, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way e.g. to use image on our websites or social media account
- We are processing the data in line with our 'legitimate interests', e.g. by recording CCTV images of you when on the school premises to protect the staff, students, visitors and property
- We need to protect your vital interests (or someone else's interests), e.g. where you have a serious medical condition and require urgent medical assistance

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

Collecting information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this. If it is mandatory, we will explain the possible consequences of not complying.

Storing your data

Personal data is stored in line with our Data Protection Framework. We keep personal information about you while you are employed by our Trust. Once offered a post with the Trust, 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 our Records Management Policy.

If you would like a copy of this policy, please contact our Data Protection Officer using the contact details below.

Who we share your information with and why

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education – in accordance with section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- Your family and representatives – to allow us to contact them in case of emergency
- Our regulator, Ofsted – as part of our statutory duties during school inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations – to enable us to pay you for the work you do
- Childcare Voucher Provider – to enable you to access the Childcare Voucher scheme
- Teachers' Pension Scheme/West Yorkshire Pension Fund – to enable pension contributions to be made on your behalf and to administer your membership of the pension scheme
- Central and local government – where required by law or statute
- Our auditors – to provide details of salary payments and pension contributions made as part of our statutory audit
- Survey and research organisations – in relation to the operation of the Trust and its schools, and where the required outcomes cannot be achieved using pseudonymised or anonymised data
- Health authorities – to enable you to receive urgent medical attention or as part of our Occupational Health service
- Security organisations – to allow us to keep staff, students, visitors and property safe
- Health and social welfare organisations – in accordance with our statutory responsibilities to safeguard children and young people
- Professional advisers and consultants – as part of our support for school improvement or in the pursuance of legal claims
- Police forces, courts, tribunals – where we are legally required to do so, or where it is in performance of a task in the public interest
- Trade unions or associations – in relation to employment issues where you have asked for their support, or where you have asked us to make trade union subscription deductions on your behalf
- Potential future employers – where they have asked for an employment reference to determine your suitability for a post

- The Disclosure and Barring Service/NCTL – where required by statute to notify dismissal of a member of staff due to safeguarding concerns

We do not share information about employees with any third party without consent unless the law and our policies allow us to do so.

School Workforce Census

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>

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

Under data protection legislation, you have the right to request access to information that we hold about you. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

To make a request for your personal information, please contact your school's Business Manager in the first instance.

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; and
- 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 request that you raise your concern with us in the first instance.

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

If you would like to discuss anything in this privacy notice, please contact:

Anastasia Byard
Data Protection Officer

Tel: 01977 664555

Email: dataprotection@northernambition.org.uk

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