

## **Privacy Notice for Staff**

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 school.

We, the Diocese of St Albans Multi-Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer can be contacted on [dpo@stalbandsmat.co.uk](mailto:dpo@stalbandsmat.co.uk)

### **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:

- Personal information e.g. name, employee or teacher number, National Insurance number and contact details
- Characteristics information e.g. gender, age and ethnicity
- 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
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Fingerprint (biometric systems are not in all our schools)
- Photographs
- CCTV footage (systems are not in all our schools)
- 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 use this data**

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

- Enable individuals 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
- For marketing purposes including websites, prospectus and social media
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

### **How do we collect this information?**

- Application forms
- Contract/appointment letters
- Medical clearance forms

Workforce data is essential for the school's operation use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **Our lawful basis for using this data**

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

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task 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)
- We have legitimate interests in processing the data – for example, where:
  - The trust needs to investigate a matter of serious misconduct.

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.

### **How we store this data**

Personal data is stored in line with our Data Protection Policy and retained in line with the Trust Records Management Policy.

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 which is in line with the Information and Records Management Society's toolkit for schools.

## **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:

- The Local Authority – we are required to share information about our school workforce with the LA under section 5 of the Education Regulations 2007 and amendments, to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education collects personal data from education settings and LAs via various statutory data collections
- The Diocese of St Albans Multi Academy Trust to comply with a legal obligation and fulfil a contract we have entered into with you
- Your family or representatives to carry out a task in the public interest
- Educators and examining bodies to carry out a task in the public interest
- Ofsted to carry out a task in the public interest
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and budgeting
- The Teachers' Pensions Scheme, or LA Pension Fund
- Financial organisations to comply with a legal obligation
- Our auditors to comply with a legal obligation
- Survey and research organisations to carry out a task in the public interest
- Trade unions and associations to comply with a legal obligation
- Health authorities to carry out a task in the public interest
- Security organisations to comply with a legal obligation
- Health and social welfare organisations to carry out a task in the public interest
- Professional advisers and consultants to comply with a legal obligation
- Charities and voluntary organisations to carry out a task in the public interest
- Police forces, courts, tribunals to comply with a legal obligation
- Professional bodies to comply with a legal obligation
- Employment and recruitment agencies to comply with a legal obligation

## **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.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer or the data protection lead in your school.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- 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.

### **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.

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 our **data protection officer** [dpo@stalbandsmat.co.uk](mailto:dpo@stalbandsmat.co.uk) or for general school specific queries, please contact the Data Protection Lead at the school.