

## School Workforce Privacy Notice

Under data protection law, individuals have a right to be informed about how the Trust/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 explains how we collect, store and use personal data (information) about individuals we employ, or otherwise engage to work at our school.

### The personal information we collect and use:

In the course of employing staff we collect the following information when you provide it to us:

- personal information (such as name, employee or teacher number, national insurance number, email address, address and telephone number)
- characteristics such as gender, age and 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)
- qualifications (and, where relevant, subjects taught)
- Bank details
- Relevant medical information eg allergies
- Emergency contact details
- Photograph and CCTV

### How we use this information

We use your personal information to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable leave payments (such as sick pay and maternity leave)
- Fulfill our duty of care towards our staff
- Enable sickness monitoring
- 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 Trust/School
- Inform national workforce policy monitoring and development
- Contact in the event of an emergency
- Safeguarding

### How long your personal data will be kept

We hold school workforce data for 6 years following the end of employment in line with guidelines.

## Reasons we can collect and use your personal information

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we do so for reasons of substantial public interest (equality of opportunity or treatment).

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

## Who we share this information with outside the Trust

- Department for Education (DfE)
- Local authority and commissioned providers of Local Authority services
- Commissioned Personnel and payroll provider - Schools Personnel Service
- Bromcom - data is held with them
- Key Survey
- Microsoft Office 365 - data is held with them (SharePoint, Emails and OneDrive)
- Online educational services (Login with School Email and Names)

We will share personal information with law enforcement or other authorities if required by applicable law.

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.

For more information on the staff information we share with the DfE for data collections please visit; <https://www.gov.uk/education/school-workforce-censuses>

The DfE 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 DfE 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 strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information on the DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

### **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.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will only do so in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### **Your Rights**

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Requests)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioner's Office
- Withdraw consent (if applicable)

Depending on your reasons for using your information, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation?
- Object to decisions being made that significantly affect you



- Object to how we are using your information
- Stop us using your information in certain ways

Although we will always seek to comply with your request, we may be required to hold or use your information to comply with legal duties. Please note: your request may delay us delivering a service to you.

For further information about your rights, including the circumstances in which they may apply, see the guidance on the UK Information Commissioner's Office (ICO) on individual rights under the *General Data Protection Regulation*.

If you would like to exercise a right, please contact

DATA PROTECTION OFFICER  
VIKING ACADEMY TRUST  
C/O CHILTON PRIMARY SCHOOL  
Email: [dpo@vikingacademytrust.com](mailto:dpo@vikingacademytrust.com)

## Further information

Please contact the Data Protection Officer or Chief Operations Office to exercise any of your rights, or if you have a complaint about why your information has been collected, how long it has been used or how long we have kept it for.

DATA PROTECTION OFFICER  
VIKING ACADEMY TRUST  
C/O CHILTON PRIMARY SCHOOL  
Email: [dpo@vikingacademytrust.com](mailto:dpo@vikingacademytrust.com)

Or CHIEF OPERATIONS OFFICER  
VIKING ACADEMY TRUST  
C/O CHILTON PRIMARY SCHOOL  
Email: [coo@vikingacademytrust.com](mailto:coo@vikingacademytrust.com)

The *General Data Protection Regulation* also gives you the right to lodge a complaint with a supervisory authority. The UK supervising authority is the Information Commissioner - <https://ico.org.uk/concerns> or telephone 03031 231113.

To contact DfE: <https://www.gov.uk/contact-dfe>