



# GDPR privacy notice for the school workforce

## The school workforce

### Who processes your information?

Cmat is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the trust, Mrs S Bowker, can be contacted on [dpo@congletonmat.com](mailto:dpo@congletonmat.com).

Mrs S Bowker is the data protection officer. Their role is to oversee and monitor the trust's data processing practices. This individual can be contacted on [dpo@congletonmat.com](mailto:dpo@congletonmat.com).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the trust places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

### Why do we need your information?

Cmat has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work within our schools and central services team, or those otherwise contracted to work at the trust. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the trust, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

#### **Employment checks:**

Failure to provide the school with ample proof of a right to work in the UK will prevent employment at the trust.

Employees found to be working illegally could face prosecution by law enforcement officers.

### **Salary requirements:**

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

### **For which purposes are your personal data processed?**

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

### **Which data is collected?**

The personal data the trust will collect from the workforce includes the following:

- Names
- National insurance numbers
- Next of kin
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information

[NB. The above list is not exhaustive]

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector.
- Enabling the 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.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the school teachers' review body.

### **Will your personal data be sought from third parties?**

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Doctors notes

- Occupational Health Reports
- References

Where data is obtained from third parties, the personal data originates from the following sources:

- Employee GP
- Trust's occupational Health provider
- Previous

### **How is your information shared?**

Cmat will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Workforce census data
- PAYE details (to HMRC or payroll provider)
- Pension Details to pension provider and payroll provider

### **How long is your data retained for?**

Staff members' personal data is retained in line with Cmat's Retention Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Retention Policy.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Cmat holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Cmat processes their personal data.

## **How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.congletonmat.com](http://www.congletonmat.com), the Gov.UK website, or download our Data Protection Policy and Retention Policy.

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## Declaration

I, \_\_\_\_\_, declare that I understand:

- Cmat has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Cmat requires.
- Cmat may share my data with the DfE, and subsequently the LA.
- Cmat will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Cmat's Retention Policy.
- My rights to the processing of my personal data.

**Name of staff member:** \_\_\_\_\_

**Signature of staff member:** \_\_\_\_\_

**Date:** \_\_\_\_\_