Hamwic Education Trust & Hollybrook Schools

Workforce Privacy Notice

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Approved By:		Date:	
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1. Policy Statement

We are Hollybrook Schools and we are part of the Hamwic Education Trust (HET). During an individual's time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after they have left the school. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will hold about our workforce, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

This privacy notice applies to **any individual employed by the school or Trust and those who volunteer in any capacity including governors, trustees and parent helpers.**

2. What information do we process in relation to our workforce?

We will collect, hold, share or otherwise use the following information about our workforce:

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number, and emergency contact details)
- contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details)
- work absence information (such as number of absences and reasons (including information regarding physical and/or mental health), holiday records)
- qualifications/training courses attended and, where relevant, subjects taught (such as training record)
- performance information (such as appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records)
- other information (such as pension arrangements (and all information included in these necessary to administer them), time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations, CCTV footage and images)

We will also use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, political opinions, trade union membership, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

3. Where do we get information from about our workforce?

A lot of the information we have about our workforce comes from the individuals themselves. However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants

and other professionals we may engage, recruitment or vetting agencies, other members of staff, students or their parents, and publicly available resources including online sources.

In addition, we may obtain information from automated monitoring of our websites and other technical systems such as our computer networks and systems, CCTV and access control systems, communications systems, remote access systems, email and instant messaging systems, intranet and internet facilities, telephones, voicemail and mobile phone records.

4. Why do we use this information

We will process the personal data of our workforce for the following reasons:

1. Where we are required by law, including:
    - To comply with the law regarding data sharing (see further below)
    - To comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS
    - To comply with legal requirements in relation to equalities and non-discrimination
    - To facilitate safer recruitment, as part of our safeguarding obligation to pupils

2. Where we are required by any contract with our workforce, such as employment contracts, including:
    - To make payments to our workforce, such as salary payments
    - To deduct tax and National Insurance contributions
    - To make a decision about recruitment
    - To check individuals are legally entitled to work in the UK
    - To support effective performance management and/or attendance reviews
    - Administering employment contracts
    - Liaising with pension providers
    - Making decisions about salary and compensation
    - To undertake financial modelling and planning
    - To protect and promote the Trust's interests and objectives
    - To improve the management of workforce data across the sector
    - To access and/or monitor records and activity, in relation to performance and/or conduct concerns
    - To make sure our information and communications systems, equipment and facilities are used appropriately, legally and safely
    - To deal with complaints and grievances (e.g. from staff and parents)
    - To support the work of the School Teachers' Review Body
    - To provide additional staff benefits
    - To administer and pay trade union premiums and register the status of a protected employee.

3. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:
    - To enable the development of a comprehensive picture of the workforce and how it is deployed
    - To inform the development of recruitment and retention policies
    - To safeguard our pupils and other individuals
    - To ensure safe working practices

- In the interests of ensuring equal opportunities and treatment.

5. Why do we use special category personal data?

We may process special category personal data of our workforce for the following reasons:

1. To carry out our legal obligations in relation to employment law, where this is in accordance with our Data Protection Policy.

2. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.

3. For the purposes of preventative or occupational medicine in order to assess an individual's working capacity and/ or the need for reasonable adjustments.

4. Where we otherwise have an individual's explicit written consent – subject to the restriction set out above on the use of consent in an employment relationship.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

6. Failure to provide this information

If our workforce fails to provide information to us then this may result in us being unable to perform the employment contract, or we may be prevented from complying with our legal obligations.

7. How long will we hold information in relation to our workforce?

We will hold information relating to our workforce only for as long as necessary. How long we need to hold on to any information will depend on the type of information. For further detail please see our Record and Retention Schedule.

8. Who will we share information with about our workforce?

We routinely share information about our workforce with:

- Local authorities, to assist them in the exercise of their responsibilities in relation to education and training, youth support and safeguarding purposes
- The Department for Education and ESFA, in compliance with legal obligations of the school to provide information about our workforce as part of statutory data collections
- Other government departments and agencies such as the Disclosure and Barring Service (DBS), National College for Teaching and Leadership (NCTL), Teacher Referral Agency (TRA).
- Contractors, such as payroll and pension providers, to enable them to provide an effective service to the school and agencies such as HMRC and DWP regarding tax payments and benefits
- Trust professional advisors and consultants who provide advice on matters such as HR and the law.
- Third-Party Service Providers, providing systems for to help us manage school operations regarding student/staff information, learning management platforms and communication tools.

- Technology and IT Service Providers used for managing filtering & monitoring, staff records, communication and attendance.
- Third parties delivering a service to us, such as Social Media Check, undertaking pre-employment checks for us to help us fulfil our safe recruitment responsibilities.
- Health and social welfare organisations, to fulfil our safeguarding responsibilities and protect the welfare of our pupils and other members of the school community.
- Police forces, courts or tribunals in relation to our safeguarding responsibilities.
- Regulatory Bodies, such as Ofsted, Auditors and Trade Unions.
- Financial organisations, to enable them to provide the service we have contracted them for.
- Security organisations, to enable them to provide the service we have contracted them for.
- Health and Safety organisations, such as Occupational Health Providers and HSE.
- Educational and Training Institutions providing training and professional development to our staff.
- Parents and pupils, in relation to staff professional duties.
- Research organisations undertaking educational research and surveys.
- Charities and voluntary organisations.

The Department for Education may share information that we are required to provide to them with other organisations.

For further information about the Department's data sharing process, please visit: https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data.

Contact details for the Department can be found at https://www.gov.uk/contact-dfe.

9. Rights of our workforce in relation to their personal data

All of our workforce has the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact the Data Compliance Officer in the school – Vince Mckeown – 02380772781 – vince.mckeown@hollybrookschools.co.uk Please also refer to our Data Protection Policy for further details on making requests for access to workforce information.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have their data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights, then they should contact the Data Compliance Officer in the school Vince Mckeown – 02380772781 – vince.mckeown@hollybrookschools.co.uk The law does not oblige the school or Trust to comply with all requests. If the school or Trust does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

10. Concerns

If you are concerned about how we are using your personal data, then you can speak with the Data Compliance Officer in your school; they have day-to-day responsibility for data protection issues in our school. The Trust's Data Protection Officer is also available (see details below).

An individual can also contact the Information Commissioner's Office should they consider this to be necessary, at https://ico.org.uk/concerns/.

11. Contact

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

The Trust's Data Protection Officer: Gemma Carr, Deputy CEO, who can be contacted by email at compliance@hamwic.org, by telephone on 023 8078 6833, or at the following address:

Hamwic Education Trust, Unit E, The Mill Yard, Nursling Street, Southampton, Hampshire SO16 0AJ.