



Mater Ecclesiae

Catholic Multi Academy Trust

'One Family in Christ'

PRIVACY NOTICE

WORKFORCE INFORMATION





Document Control

This document has been approved for operation within:	All Trust Establishments		
Policy Status	Statutory		
Approved by:	Full Trust Board		
Owner:	CEO		
Date approved:	10/12/2024	Date of next review:	December 2025
Review period:	Annual	Version:	2
Amendments	New format Three year review Special category data included Rights of the individual		

About Mater Ecclesiae Catholic Multi Academy Trust

We understand our moral and legal responsibility to respect your privacy and take care of any personal data we hold about you, in compliance with the data protection legislation. This privacy notice explains what personal data we process, why, who we share it with, how we keep it secure and your rights.

We are the data controller for the personal data set out in this privacy notice. Our Data Protection Registration Number is Z2879577.

1. How we collect workforce information

We collect workforce information via application forms at the start of the recruitment and in the course of your employment through routine activities such as performance reviews.

Workforce data is essential for the performance of your contract and the Trusts' operational use. Whilst the majority of workforce information you provide to us is mandatory, some of it is requested on a voluntary basis and we do this with your consent which is freely given and can be revoked. In order to comply with the data protection legislation, we will inform you at the point of whether you are required to provide certain personal information to us or if you have a choice in this.

2. Categories of information

The categories of information that we collect, hold and share from colleagues include the following:

- Personal information (such as name, date of birth, employee or teacher number, contact details, national insurance)
- Characteristics information (gender, age, ethnicity, Religion)
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Next of kin and emergency contact numbers
- Work absence information (such as number of absences and reasons)
- Recruitment information including copies of right to work documentation, references and other information included in as part of the application process
- Qualifications (and, where relevant, subjects taught)
- Relevant medical and emergency contact information
- Payroll information (salary, annual leave, pension and benefits information, student loans details)
- Images and recorded voice including *CCTV, photographs or video recordings of you or your work (such as official school photographs, classwork activities, performances or events, school trips and sports days), visitor management system and student record system*
- Information on any disability or if you consider yourself to have a disability

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):

- Information about your race, ethnicity, religious beliefs, sexual orientation, nationality and country of birth

- Trade union membership
- Information about your health, including medical conditions, and health and sickness record
- Information about criminal convictions and offences.

3. Why we collect and use this information

We use school workforce data to:

- Keep children safe in education
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Support health and safety activities within the Trust
- Enable individuals personal development
- Meet our statutory requirements

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with 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 in this.

4. The lawful basis on which we collect and use this information

Under the UK General Data Protection Regulation (UK GDPR), we collect and use selected workforce information under the lawful basis of:

- **Article 6(1)(b) performance of a contract** - as we process your personal information as part of your employment contract.
- **Article 6(1)(c) legal obligation** - where it is necessary to use your personal information to comply with the law e.g. health & safety, HMRC returns.

We may on occasion use the lawful basis of:

- **Article 6(1)(e) vital interests** - where we need to protect an employee's life e.g. the emergency services.

When processing 'special categories of personal data' the Trust will engage an additional condition from Article 9(2) of the UK GDPR. An example of this is when we collect and use health information. We will process this under the lawful basis of:

- **Article 6(1)(a) consent** and **Article 9(2)(a) explicit consent**

5. How we store workforce data

We hold pupil data securely for the set amount of time shown in our data retention schedule.

Your data maybe held in electronic or paper format or held in the "Cloud".

Your information is securely stored and is backed up on a regular basis. We ensure that any third parties who process your data adhere to strict rules about where they store, share and delete that information. We will always assess the risk to your privacy before sharing information with a third party.

The personal information we collect and store is essential for our Trust's operational use. We only keep personal information for as long as we need to, and where it is necessary to comply with any legal, contractual, accounting or reporting obligations. After this period, we delete or securely destroy personally identifiable data.

Overseas transfers

We mainly store our data in the UK or the European Economic Area (EEA), however some of our service providers may store personal data outside these areas (usually in the USA). Where this is the case, we have UK International Data Transfer Agreements with these service providers which ensures they process our data securely and in line with our data protection laws.

For more information on our data retention schedule please contact the Trust's Data Protection Officer:

Email: DPO@mecmat.org

Address: Data Protection Officer, Mater Ecclesiae Catholic Multi Academy Trust, Wkspc, 3 Caxton Road, Fulwood, Preston, Lancashire PR2 9ZZ.

6. Who we share workforce information with

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- UKVI

We do not share information about our workforce with anyone without consent unless the law and our policies allow us to do so.

7. 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.

8. Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' - <https://www.gov.uk/government/collections/yourdata-and-how-we-use-it>

9. Requesting access to your personal data and complaints

Under data protection legislation, staff have the right to request access to information about them that we hold.

Under data protection law, parents and pupils have rights including:

- **Your right of access** – You have the right to ask us for copies of your personal information.
- **Your right to rectification** – You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** – You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** – You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** – You have the the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** – You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request for your personal information, or be given access to your record, contact the Trust's Data Protection Officer:

Email: dpo@mecmat.org

Address: Data Protection Officer, Mater Ecclesiae Catholic Multi Academy Trust, Wkrspace, 3 Caxton Road, Fulwood, Preston, Lancashire PR2 9ZZ.

10. Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please let us know by contacting either the Headteacher or the Trust's Data Protection Officer.

We aim to meet the highest standards when collecting and using personal information. If you are unhappy with our use of your personal data, or anything in this notice, please talk to us directly so we can help to resolve any problem or query.

If you are still not happy with our response, you have the right to appeal directly to our regulator – the Information Commissioners' Office (ICO)

Telephone: 0303 123 1113

Link: <https://ico.org.uk/concerns/>

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Changes to this privacy notice

We keep our privacy notice under regular review. We will update it if we undertake any new or amended processing. We will bring any significant changes to your attention but to make sure that you keep up to date, we suggest that you revisit this notice from time to time.

12. Further Information

This privacy notice is not exhaustive, if you have any questions about any aspect of how your information is used, please do not hesitate to contact us.