

## **Privacy Notice – Employee Data**

**Data Controller:** Synergy Education Trust

**Address:** % Stanley Primary School, Wordsworth Avenue, Blackpool. FY3 9UT

**Data Protection Officer:** [SchoolsDPO@blackpool.gov.uk](mailto:SchoolsDPO@blackpool.gov.uk)

### **Categories of Trust information that we process include:**

- Personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number, and emergency contact details)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, including information regarding physical and/or mental health, holiday/special leave records)
- qualifications (and, where relevant, subjects taught)
- Payroll information (such as bank or building society details)
- Professional development (courses attended and dates)
- 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, time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of the Disclosure and Barring Service checks), details of references the school receives or provides to other organisations, CCTV footage and photographic images, recording of external inbound and outbound telephone calls and driving at work documentation).

This list is not exhaustive, to access the current list of categories of information we process please contact the Trust office; on 01253 800318 or email: [coo@seteducation.org.uk](mailto:coo@seteducation.org.uk)

### **Why we collect and use workforce information**

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

- d) support effective appraisal
- e) ensure that an accurate history of an employee is maintained
- f) to meet the statutory duties placed upon us for DfE data collections
- g) To meet safeguarding and/or Health & Safety obligations this includes driving at work

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

Under the General Data Protection Regulation (GDPR), the lawful basis bases we rely on for processing personal information for general purposes are:

- Article 6(1)(a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (e.g. publication of photographs)
- Article 6(1)(b) processing is necessary for the performance of a contract with the data subject
- Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject; (e.g. health & safety, safeguarding)
- Article 6(1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

When we collect 'special categories of personal data' e.g. Information relating to a person's racial or ethnic origin or medical information, we will do so where we have explicit consent or where it is necessary for us to comply with our obligations under employment, social security or social protection laws

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.

### **Collecting workforce information**

We collect personal information from a number of sources, including but not limited to application forms, signing in and systems, previous employers, the Local Authority, regulatory authorities such as HMRC, trade unions, the Disclosure and Barring Service, medical professionals, students or their parents/carers, publically available resources online and the data subject themselves. In addition to this we may obtain information from technical systems such as our computer networks, CCTV, email, intranet and internet facilities, telephones and mobile phone records.

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 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.

### **Storing workforce information**

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the internal google drive.

### **Who we share workforce information with**

We routinely share this information with:

- the local authority (where applicable)
- the Department for Education (DfE)
- any agency that has a legitimate right under safeguarding arrangements
- Other organisations or professionals with your consent

### **Why we share Trust workforce information**

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

#### **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.

#### **Department for Education**

##### **School workforce census:**

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 Department for Education (DfE) for the purpose of those data collections, under:

For more information, please see 'How Government uses your data' section.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

#### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Trust's Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Trust's Data Protection Lead. – Lisa Tupman: [coo@seteducation.org.uk](mailto:coo@seteducation.org.uk) or Jonathan Pickup – Data Protection Officer: [schoolsdpo@blackpool.gov.uk](mailto:schoolsdpo@blackpool.gov.uk)

### **How Government uses your data**

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

### **Data collection requirements**

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### **Sharing by the Department**

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

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