

Pope Francis Multi Academy Trust

PRIVACY NOTICE FOR STAFF

Presented & Approved by Trust Board	Thursday 25th March 2021
Signed by Chair of Trust Board	
Name of Chair of Trust Board	Fr Michael Fitzsimons
Date	Thursday 25th March 2021
Version	1
Review Date	March 2023

Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that is held about them.

The Trust complies with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where the Trust is processing personal data.

This privacy notice explains how the Trust will collect, store and use personal data about individuals that are employed, or otherwise engaged to work for the Trust.

The Pope Francis Academy Trust is the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is Mr C Williams.

The personal data that is held

The Trust will process data relating to those that are employed, or otherwise engaged to work at the Trust.

Personal data that may be collected, used, stored and shared (when appropriate) about employees includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage
- Data about your use of the school’s information and communications system

The Trust may also collect, store and use information about employees that falls into "special categories" of more sensitive personal data.

This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership

- Health, including any medical conditions, and sickness records

Why we use this data

The purpose of processing this data is to help the Trust to run the schools, including to:

- Enable employees to be paid
- Facilitate safe recruitment, as part of safeguarding obligations towards students
- Support effective performance management
- Inform any recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

The lawful basis for using this data

The Trust will only collect and use personal information about employees when the law allows this.

Most commonly, it is used to:

- Fulfil a contract we have entered into with employees
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the Trust may also use personal information where:

- Consent has been given to use it in a certain way
- We need to protect employees vital interests (or someone else's interests)

Where an employee has provided the Trust with consent to use data, it may be withdrawn at any time.

Some of the reasons listed above for collecting and using personal information about employees overlap, and there may be several grounds which justify the Trust's use of personal data.

Collecting this information

While most of the information collected about employees is mandatory, there is some information that an employee can choose whether or not to provide.

Whenever the Trust seeks to collect information, it will be made clear whether an employee must provide this information (and if so, what the possible consequences are of not complying), or whether there is a choice.

How we store this data

The Trust will create and maintain an employment file for each staff member.

The information contained in this file is kept secure and is only used for purposes directly relevant to employment.

Once employment with the Trust has ended, the Trust will retain this file and delete the information in it in accordance with our Records Management Policy.

Data sharing

The Trust will not share information about an employee with any third party without the employees' consent, unless the law and the Trust policies allows this.

Where it is legally required, or necessary (and it complies with data protection law) the Trust may share personal information about employees with:

- A local authority - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Employee family and representatives - to meet legal obligations to share certain information with it, such as safeguarding concerns and health
- Educators and examining bodies - to enable them to provide the service they have been contracted for
- Ofsted - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Suppliers and service providers – to enable them to provide the service they have been contracted for
- Financial organisations – to enable them to provide the service they have been contracted for
- Central and local government - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Auditors - to enable them to provide the service they have been contracted for
- Survey and research organisations - to enable them to provide the service they have been contracted for
- Trade unions and associations - to meet legal obligations to share certain information with it
- Health authorities - to meet legal obligations to share certain information with it, such as safeguarding concerns
- Security organisations - to enable them to provide the service they have been contracted for
- Health and social welfare organisations - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional advisers and consultants - to enable them to provide the service they have been contracted for
- Charities and voluntary organisations - to enable them to provide the service they have been contracted for
- Police forces, courts, tribunals - to meet legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- Professional bodies - to enable them to provide the service they have been contracted for

- Employment and recruitment agencies - Facilitate safe recruitment, as part of safeguarding obligations

Transferring data internationally

Any transfer of personal data to another country or territory will be done so in accordance with data protection law.

Individual rights

How to access personal information that is held

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If a subject access request is made and if the Trust does hold information, the Trust will:

- Give you a description of the data that is held
- Provide information about why it is held and how it is processed
- How long the personal data is held for
- Explain where it was obtained, if not from the individual
- Information regarding where it has been shared
- Information as to whether any automated decision-making is being applied to the data, and any consequences of this
- Provide a copy of the information in an intelligible form

If you would like to make a request, please contact the Data Protection Officer.

An individual's other rights regarding data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe.

This includes the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights contact the Data Protection Officer.

Complaints

The Trust will take any complaints about the collection and use of personal information very seriously.

If it is believed that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, raise this with the Trust in the first instance.

To make a complaint, contact the Data Protection Officer.

Alternatively, a complaint can be made to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Contact the Trust

For any questions, concerns or more information about anything mentioned in this privacy notice, contact the Data Protection Officer:

Mr C Williams,
LACE,
Sefton Park,
Liverpool,
L17 1AA.

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way the Pope Francis Academy Trust will use data in the schools.