



The MAST Academy Trust

This master policy will be updated by individual schools within the Mast Academy Trust where identified.

Policy	Privacy Notice Workforce	
Owner (master copy)	Melanie Humphreys – The Mast Executive Administrator	
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Approver	Martyn Jones	
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Version Control	
Version Number	Summary of amends from previous version
2.0	Review of the privacy notice

Sign off requirements	
Approvers	Position
Chair of trustees ratification	Martyn Jones
Reviewers	Position
Jason Field	CFO The MAST
Philip Oldfield	Trust representative

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1.0 The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, trade union membership)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- performance information (such as achievement of objectives, conduct)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- equality information (e.g. ethnicity, disability)
- photographic information

2.0 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) return information to key authorities (e.g. HMRC and pension schemes)
- e) to ensure the satisfactory standards of education and staff performance
- f) To allow equality information to be recorded
- g) to promote the activities of the school

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

- a) the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
- c) processing is necessary for compliance with a legal obligation to which the controller is subject;

In addition, concerning any special category data (ethnicity):

- conditions of GDPR - Article 9
 1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
 2. Paragraph 1 shall not apply if one of the following applies:
 - g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

3.0 Collecting workforce information

We collect personal information via application forms and induction forms

Workforce data is essential for the school'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.

4.0 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 [School to insert website](#).

5.0 Who we share workforce information with

We routinely share information with:

- our local authority (where applicable)
- the Department for Education (DfE)
- The Mast Academy Trust
- The West Yorkshire Pension fund
- Teachers Pensions

- HMRC

The data is shared to support the lawful purposes for which we hold the data and is necessary to ensure that requirements are satisfied with respect to the official function of each of these bodies.

6.0 Why we share school 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.

7.0 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.

8.0 Department for Education

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:

We are required to share information about our school employees with the (DfE) 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 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' section.

9.0 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 dataprotection@themast.co.uk

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 using the contact details in section 10.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

10.0 Contact

Mast Academy Trust Contact

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

Data Protection Officer
The Mast Academy Trust
c/o Scissett Middle School,
Wakefield Road
Scissett
HD8 9JX

Email: dataprotection@themast.co.uk

Regulatory Body Contact

Ministerial and Public Communications Division
Department for Education Telephone: 0370 000 2288
Piccadilly Gate
Manchester
M1 2WD

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

11.0 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

12.0 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>.

13.0 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>.