

## **Privacy notice for staff**

### **The categories of school information that we process include:**

- 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 as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance management/appraisal information and CPD records
- 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 communication system

We may also collect, store and use information about 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 collect and use workforce information:**

- a) To complete formal contracts
- b) To enable formal correspondence
- c) To enable individuals to be paid
- d) To complete DBS and other safeguarding checks as appropriate
- e) To assist with individual developments, including appraisal, CPD, capability and disciplinary matters
- f) To enable the development of a comprehensive picture of the workforce and how it is deployed
- g) To inform the development of recruitment and retention policies
- h) Submit data about the academy for workforce census, DfE, ESFA and Standards agency
- i) To provide catering and payment services

### **The lawful basis on which we process this information:**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

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

Less commonly, we may also use personal information about you, where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data for example;
- Where processing is carried out in the course of the school's legitimate activities
- For data collection purposes (Departmental Censuses) under the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Where you have provided us with consent to use your data, you may withdraw consent at any time. We will make this clear when requesting your consent.

#### **Collecting workforce information:**

We collect personal information via staff contracts, application forms, DBS and associated identity references, data collection sheets, previous employers and external agencies.

Workforce data is essential for the academy's / Trust'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: [www.omat.academy](http://www.omat.academy)

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

We routinely share this information with:

- Multi-Academy Trust
- our local authority (where applicable)
- the Department for Education (DfE)
- our regulator OFSTED
- the Regional Schools Commissioner's Office
- the ESFA
- Future employers (reference information)
- HRMC
- LGPS Pension Scheme
- Teachers Pensions who process the Teachers' Pension scheme
- Trade unions and associates
- Scottish Widows
- Prudential
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, parent messaging systems etc.

#### **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.

#### **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:**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment educational attainment.

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', Appendix 1.**

**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, please contact:

**Alison Jones – Data Protection Officer via '[dpo@omegamat.co.uk](mailto:dpo@omegamat.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. 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:

**Alison Jones via '[dpo@omegamat.co.uk](mailto:dpo@omegamat.co.uk)'**

## Appendix 1: 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>