

Privacy notice for staff

Introduction

Under data protection law you have a right to be informed about how we use any personal data that is held about you. This **privacy notice** is designed to provide you with that information and to make sure that we, Academy Transformation Trust and our academies, are complying with the law.

Data controller and data processors

Academy Transformation Trust is the **data controller** for the purposes of data protection law. We are therefore the organisation in charge of how your personal information is collected and used.

Your academy, along with some authorised third party organisations collect, process and 'use' data on our behalf and are therefore **data processors**.

The postal address of Academy Transformation Trust is Unit 4 Emmanuel Court, Reddicroft, Sutton Coldfield B73 6AZ.

If you want to contact us about your personal information you can contact the Data Protection Lead within the academy. You can speak to them in school or you can leave a letter at reception or send one by post.

The Trust's Data Protection Officer is Andy Gannon, who can be contacted at DPO@academytransformation.co.uk.

We will ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is stored for no longer than necessary.

The categories of personal data we hold

We hold information about you to make sure that we can fulfil our legal obligations as an employer and enable education to take place. We may also hold information about you in order to enable the smooth functioning of academy administrative systems. For the same reasons, we also get information about you from some other places, such as previous employers or professional bodies.

We hold information including

- personal information (such as name, address, home and mobile numbers, personal email address, employee or teacher number, national insurance number, and emergency contact details)
- contract information (such as start dates, hours worked, post, roles and salary information, bank/building society details)
- work absence information (such as number of absences and reasons (including information regarding physical and/or mental health), holiday records)
- qualifications / training courses attended and, where relevant, subjects taught (such as training record)

- 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 (and all information included in these necessary to administer them), time and attendance records, information in applications made for other posts within the school, criminal records information (including the results of Disclosure and Barring Service (DBS) checks), details in references the school receives or provides to other organisations, CCTV footage and images).

We may also use special categories of data such as gender, age, ethnicity, sex or sexual orientation, religious or similar beliefs, information about health conditions, genetic information and biometric data. This information is subject to additional requirements.

Why we use this data

We will process your personal data

- Where we are required by law, including
 - to comply with the law regarding data sharing (see further below)
 - to comply with specific employment law requirements, including our obligations as an employer under employment protection and health and safety legislation, and under statutory codes of practice such as those issued by ACAS
 - to comply with legal requirements in relation to equalities and non-discrimination.
- where we are required by any contract with our workforce, such as employment contracts, including
 - to make payments to our workforce, such as salary payments
 - to deduct tax and National Insurance contributions
 - to make a decision about recruitment
 - to check individuals are legally entitled to work in the UK
 - to administer employment contracts
 - to conduct performance reviews
 - to make decisions about salary and remuneration
 - to liaise with pension providers
 - to provide some additional employment benefits
- where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including
 - to enable the development of a comprehensive picture of the workforce and how it is deployed

- to inform the development of recruitment and retention policies
- to safeguard our pupils and other individuals
- to ensure safe working practices
- in the interests of ensuring equal opportunities and treatment
- where we otherwise have your consent.

We may process special category personal data in relation to you

- where the processing is necessary for us to carry out our legal obligations in regard to employment law
- where the processing is necessary for reasons of substantial public interest, including for the purposes of equality of opportunity and treatment
- for the purposes of preventative or occupational medicine in order to assess your working capacity and/or your need for reasonable adjustments
- where we otherwise have your explicit consent in writing.

Whilst the majority of processing of your personal data will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Our lawful basis for using this data

We will only collect and use your information where the law allows us to. Most often we will use your information where

- we need to in order to comply with the law
- we need to use it to carry out a task in the public interest (this includes providing education).

Sometimes we will also use your personal information where

- you have given us permission (known as consent) to use it in a particular way
- we need to protect your (or someone else's) health interests.

If we ask for permission from you to use information, you can withdraw this permission at any time. We will make this clear when we ask for permission and tell you how to go about withdrawing it.

Some of our reasons for using data overlap, and there may be several reasons that justify our use of your data.

If we are unable to process the information described here, it may result in our being unable to perform our obligations under an employment contract or in our being prevented from complying with legal obligations.

Collecting the information

In most cases, you will provide the data we use. Sometimes, you can choose whether or not to give it to us.

We may also get information from tax and regulatory authorities such as HMRC, previous employers, your trades union, the DBS, our insurance benefit administrators, consultants, other professionals, recruitment or vetting agencies, other members of staff students or their parents/carers and publicly available resources including online sources and social media.

We may also obtain information through the monitoring of technical systems, including our websites, computer networks and systems, CCTV and access control systems, communications and remote access systems, email and instant messaging systems and internet and telephone facilities including voicemail and mobile phone records.

How we store the data

We will keep personal information about you while you are employed by one of our academies. We will also keep it after you have left where we are required to by law.

You can find out how long we will keep your information in the 'retention and destruction of data' section of our *Data protection policy*.

We may keep information about you in a variety of formats, including on paper, electronically or in the form of video or audio recordings.

Data sharing

We will not share personal information about you with any third party without your permission unless the law and our policies allow us to.

Where it is legally required, or necessary for another reason under data protection law, we may share personal information about you with

- the Department for Education – to meet our legal obligations in regard to areas such as statutory workforce-related data collections
- suppliers and service providers – such as payroll providers, to enable them to provide the service for which they are contracted by us
- professional advisers including legal and HR consultants
- pension scheme administrators
- police forces, courts or tribunals – in order to uphold law and order.

Department for Education (DfE)

We are required to provide information about you to the DfE as part of data collections. To find out more about the information we are required to share please go to <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

To contact DfE please visit <https://www.gov.uk/contact-dfe>.

Your rights

We only keep your information for as long as we need to or for as long as the law requires us to. You can find out more about how long we keep information in the 'retention and destruction of data' section of our *Data protection policy*.

You have other rights in relation to your personal data:

- You can ask us for a copy of the information we have about you by making a 'subject access request' via the DPL in your academy
- You can ask us to correct any information we have about you if you think it is wrong
- You can ask us to erase information about you (although there may be a good reason why we cannot always do this)
- You can ask us to limit what we do with your information (again, we may not always be able to agree to limit what we do if there is a legal reason why we cannot)
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

You can find out more information about these rights in our *Data protection policy* or by asking your DPL.

Contact and complaints

You can contact the Trust DPO by emailing DPO@academytransformation.co.uk.

If you have a complaint about how we are handling your personal data, you should address it using our complaints policy. Address your concern in the first instance to the DPL at your academy, or to the DPO at the address above.

You can also complain to the Information Commissioner's Office in one of the following ways:

- www.ico.org.uk/concerns
- Call 0303 123 1113
- Write to the Information Commissioner's Office, Wycliffe House, Water Lane, WILMSLOW SK9 5AF.