



Privacy Notice for Trust Workforce.

Contents

Introduction	2
The personal data we hold	2
Why we use this data	2
Our lawful basis for using this data	3
Collecting this information.....	3
How we store this data	3
Data sharing	3
Data collection requirements.....	4
What are your rights?.....	5
How to access the personal information we hold about you.....	6
Your other rights regarding your data	6
Complaints	6
Contact us	7

Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work within our trust.

We, Discovery Schools Academy Trust – registered office c/o Kibworth CE Primary School, Hillcrest Avenue, Kibworth, Leicestershire. LE8 0NH are the 'data controller' for the purposes of data protection law.

Our data protection officer is Adam Lapidge (see 'Contact us' below).

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work in our organisation. Personal data that we may collect, use, store and share (when appropriate) about you 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, Pension information, 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/passport (for ID purposes)
- Photographs
- CCTV footage (if applicable in your place of work)
- ONVU Camera footage (if applicable in your place of work)
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- 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 us run the school and/or department you work in, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

- Ensure we can demonstrate staff, where appropriate, hold the relevant qualifications for their post
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector and to enable a comprehensive picture of the workforce and how it is deployed to be built up
- Support the work of the School Teachers' Review Body and Support Staff Negotiating Body.

Our lawful basis for using this data

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)

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 do so.

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

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us, (an example of optional personal data includes the use of your image in marketing materials including the school website and prospectus)

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure through rigid encryption and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Document Retention Management policy. To request a copy contact your school or HR.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

Our local authority – to meet our legal obligations to share certain information under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

- Discovery Schools Academies Trust – to meet legitimate interests of staff in the organisation
- The Department for Education (DfE) – to meet our statutory requirement under Section 8 of the Education Act 2011. Data we share with the DfE underpins workforce policy monitoring, evaluation, and links to school funding / expenditure – See Data Collection Requirements below for more information.
- Your family or representatives - to meet both legitimate and vital interests of staff in our organisation.
- Our regulator- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations - to enable them to provide the service we have contracted them for
- Central and local government - to meet our legal obligations to share certain information with it, such as School Workforce Data
- Our auditors - to fulfil obligations of Companies House
- Security organisations - to enable them to provide the service we have contracted them for
- Health and social welfare organisations - to meet both legitimate and vital interests of pupils in our organisation.
- Police forces, courts, tribunals – to meet our legal obligations to share certain information such as safeguarding concerns
- Professional bodies - to enable them to provide the service we have contracted them for

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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

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.

If you require more information about how the LA and/or DfE store and use this data, please go to the following websites:

- http://www.leicestershire.gov.uk/data_protection.htm
- http://www.education.gov.uk/Trusts/adminandfinance/Trust_admin/a0077963/what-the-department-does-with-Trust-workforce-data

If you are unable to access these websites, please contact the LA or DfE as follows:

EMSS ESC Service Desk on 0300 3030222 or email escservicedesk@eastmidlandssharedservices.org

Public Communications Unit
 Department for Education
 Sanctuary Buildings
 Great Smith Street
 London
 SW1P 3BT

Website: www.gov.uk, Email: info@education.gsi.gov.uk, Telephone: 0370 000 2288.

What are your rights?

1. Right to Information

- The data subject has the right to know how we process data, who we process it with, our Data Protection Officer contact details, details of the data controller and details of the data subject's rights. This privacy notice outlines all of these principles.

2. Subject access rights

- The data subject has the right to know what personal data is being held about them and how they can access this (see below paragraph).

3. Right to rectification

- The data subject can request that the data controller rectifies any inaccurate data

4. Right to erasure

- The data subject can request that the data controller erases any data that is no longer fit for processing or where processing was relying on consent and this has been withdrawn.

5. Right to restrict processing

- The data subject can request that the data controller restricts processing where the accuracy of the personal data is contested, the process is unlawful or no longer needed but the data subject does not want to erase as the data is still required.

6. Right to data portability

- The data subject has the right to receive any personal data they have provided in a structured, commonly used and machine-readable format.

7. Right to object

- The data subject has a right to object to data processing.

8. Rights in relation to automated decision making and processing

- The data subject has the right not to be subjected to decisions based solely on automated processing.

If you wish to exercise any of your data rights, then please get in touch with your local Data Protection Representative that can be found below.

How to access the personal information we hold about you (Subject Access Request)

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

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact your local Data Protection Representative – details are found below.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Prevent your data being used to send direct marketing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact your local Data Protection Representative – details are found below.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, we request that you raise your concern with us in the first instance via your Local Data Protection Representative at your workplace.

Should the outcome not be to your satisfaction you can contact Discovery School Academies Trust:

- Report a concern online via dprep@discoveryschooltrust.org.uk or to alapidge@discoverytrust.org

Call 0116 318 4066.

We are confident that we can work together to avoid/remove/reduce concerns, but should the school and /or Trust not be able to resolve the matter to your satisfaction, then your concern can be raised via the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

- Your Local Data Protection Representative at your School office/ workplace [add contact details]
- Operations Director on 0116 279 3462 or dprep@discoveryschooltrust.org.uk
- Data Protection Officer – Adam Lapidge via alapidge@discoverytrust.org