



St Mary's Academy Trust

Privacy Notice for Staff

PRIVACY NOTICE FOR STAFF

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 to be informed 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 at our school.

St Mary’s Academy Trust are the “Data Controller” for the purposes of data protection law. Our Data Protection Officer is Jo Hudson, see “contact us” below.

Personal Data we hold about you

Personal data that we may collect, use, store and share (when appropriate) about you, but is not restricted to:-

- Contact details – name, telephone number and address
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave (where relevant), pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including your application form, copies of right to work documentation, references, DBS Check information, fitness to work certificate issued by OHU and other pre-employment checks.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships where relevant.
- Performance information
- Outcomes of any disciplinary, grievance and/or capability procedures
- Absence data
- Copy of driving licence
- CCTV footage
- 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, beliefs, sexual orientation and dependant responsibilities
- 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 meet our legal obligations, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Monitor our recruitment and retention policies
- Allow financial planning
- Administer admissions waiting lists
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the Trust
- Support the work of the School Teachers' Review Body

Our Legal Basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly we process 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 process your personal data in situations 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 at any time. You can withdraw your consent in writing to the Headteacher.

Some of the reasons listed above for collecting your personal data overlap and there may be several grounds which justify our use of this data.

Collecting this information

While the majority of information we collect about you is compulsory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you we make it clear whether providing it is compulsory or optional. If it is compulsory we will explain the possible consequences of not complying.

How we store this data

We create and maintain an electronic personal file for each staff member. The information contained in this file is kept secure with restricted access and is only used for purposes directly relevant to your employment.

Once your employment with us has ended we will retain this file for a further 6 years in accordance with the Trust's retention schedule.

The retention schedule is on the Trust's website.

Data Sharing

We do not share information about you with any third party without 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 with it
- The Department For Education
- Your emergency contacts or representatives
- Ofsted - as part of their mandatory inspections
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our Auditors
- Survey and research organisations
- Occupational Health and associated organisations for example Trust approved Counsellors
- Health Authorities
- Security Organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police force, courts, tribunals
- Professional bodies
- Employment and recruitment agencies
- Governors/Trustees

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights regarding personal data

Individuals have a right to make a “subject access request” to gain access to personal information that the School/Trust holds about them.

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

- Give you a description of the information
- Tell you why we are holding and processing the information and how long we will keep it for
- Explain where we got the information 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 understandable format

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 our Data Protection Officer – Jo Hudson on 01226 282721 who will oversee the collation of this information by the school.

Other Rights

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

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

To exercise any of these rights, please contact our Data Protection Officer, Jo Hudson on 01226 282721

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, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer, Jo Hudson – 01226 282721. Alternatively you can make a complaint to the Information Commissioner’s Office as follows:-

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- 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 our Data Protection Officer, Jo Hudson – 01226 282721.