



## PRIVACY NOTICE

### FOR STAFF

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on **23<sup>rd</sup> March 2021**. You will find the latest version of the **Privacy Notice for Staff** at [www.pdet.org.uk](http://www.pdet.org.uk) or your academy's website.

## **Privacy Notice for staff (school workforce and central team)**

**This document is about how we collect, store and use personal information (or personal data) about staff members.**

### **Who we are**

Peterborough Diocese Education Trust (PDET), the Academy Trust of which you are an employee is in charge of personal information (or personal data) about you. This means the Academy Trust is the Data Controller.

The postal address of the Academy Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD.

If you want to contact us about your personal information, you can contact our Data Protection Officer who is Angela Corbyn in the following ways:

- by telephone on 07523 512957
- leave a letter at our offices at the address above or send one by post
- by email [dpo@pdet.org.uk](mailto:dpo@pdet.org.uk)

In this policy 'we' and 'us' means the Academy Trust.

### **The categories of staff information that we process**

Personal data that we may collect, use, store and share (where appropriate) about staff includes, but is not restricted to:

- personal information (such as name, address, employee or teacher number, national insurance number);
- contact details (such as email address and telephone numbers);
- characteristics information (such as gender, age, ethnic group, language, religion);
- contract information (such as start date, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons);
- qualifications (and, where relevant, subjects taught), education and employment history;
- payroll information (including bank account details);
- sensitive information (special category personal data) such as medical information, previous employer comments on suitability for post, information regarding your eligibility to work in the UK, and trade union membership if you supply it;
- information in relation to safeguarding such as DBS number and information regarding criminal convictions (special category personal data);
- performance records;
- photographs and videos (i.e. live recordings, including of teaching);

- CCTV footage and images obtained whilst on the academy site.

## **Why we use staff information**

We collect and hold personal information relating to those we employ to work at, or otherwise engage to work within our Academy Trust and may also receive information about them from other people and organisations. We use this personal data to:

- confirm your identity;
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils;
- undertake equalities monitoring;
- assist in the running of the academy;
- enable individuals to be paid;
- protect staff welfare;
- safeguard you, our pupils and other individuals;
- comply with the statutory duties placed on us;
- ensure the safety of individuals on the academy site;
- enable the academy to deliver live sessions of teaching and pastoral support remotely.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment;
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- In the case of special category personal data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function which is a function in the public interest.

If at any time it appears to us that we would like to use your personal data in a way which means that we would need your consent then we will explain to you what we want to do and ask you for consent.

## **How we collect staff information**

We collect staff information via forms that we ask you to complete including via our payroll system's self-service portal. It is important to update us if any information that we hold about you changes. When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the academy / Academy Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.

## **How long we keep staff information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. We have a policy which explains how long we keep information. It is called the Records Retention Policy and you can find it on your academy's / the Academy Trust's website or you can ask for a copy at your academy's office.

## **When we may share staff information with others**

We will not share information about you with others without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority (LA)
- the Department for Education (DfE)
- our auditors

### **Local Authority**

We are required to share information about our workforce members with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Department for Education**

We are required to share information about our academy 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.

See the section on 'How Government uses your data' at the end of this document for more information.

## **Others**

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children through Access who administer the service.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We share information about your pay with the Government Office of National Statistics.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. The scheme provider is – Kiddivouchers, part of the Wider Plan Group.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

We may share some information with Directors and / or governors and / or independent reviewers in the scenario of a complaint being made.

## **Your rights**

- You can ask us for a copy of the information we have about you;
- 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 we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- 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.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer. There is more information in our Combined Data Protection and FOI Policy. The policy can be found on our website -

[www.pdet.org.uk/key-documents/policies](http://www.pdet.org.uk/key-documents/policies) or your academy's website.

You can complain to our DPO (see page 2 for contact details) about what we do in relation to your personal information. If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

## **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 DfE 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.

## **How to find out what personal information DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to

- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>