

Privacy Notice for Staff – How we use your information 2022

Who are we?

Grace Academy Darlaston is the ‘data controller’. This means we are responsible for how your personal information is processed and for what purposes.

Grace Academy Darlaston is registered as the Data Controller with the Information Commissioner’s Office (ICO) under Tove Learning Trust; Registration Number: Z7119841.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

‘Special category’ personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sexual orientation or gender identification.

What personal information do we process about staff?

The categories of staff information that we collect, hold and share include:

- personal information such as name, employee or teacher number and national insurance number and bank details
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information such as start dates, hours worked, post, roles and salary information
- work absence and special leave information such as number of absences and reasons
- qualifications and, where relevant, subjects taught
- performance information such as appraisal reviews, threshold applications, disciplinary information etc

For what purposes do we use personal information?

Recruit, appoint, employ and retain a suitable workforce	In accordance with the legal basis of public task; necessary to perform tasks that schools are required to perform as part of their statutory function and in terms of any special category data, article 9 of the GDPR.
Ensure we can act in an emergency	
Enable individuals to be paid and receive other benefits	
Ensure the safeguarding of students	In accordance with the legal basis of public task to keep children safe Additional lawful basis – necessary for reasons of substantial public interest for statutory and government purposes.
DBS checks	Legal obligation to ensure all staff have DBS documented in SCR Public interest for statutory and government purposes

	because there is a legal requirement.
Meet the statutory obligations placed upon us	In accordance with the legal basis of legal obligation; data collected for DfE census information.

Collecting staff information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this and what we use the information for.

Who might we share your information with?

We do not share information about our staff unless the law and our policies allow us to do so. We specifically do not pass on your details to third parties for marketing purposes.

We routinely share staff information with:

- our local authority and the Department for Education (DfE) via secure data collection returns
- future employers in relation to employment references requested
- third party software applications necessary to the running of the school – cashless catering, employee portal, pension providers, HMRC etc.

Please refer to the tables for information about what personal information is shared with which specific third parties, appendix 1

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation . Personal information is only processed for the purpose it was collected The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

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.

What are your rights with respect of your personal information?

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

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
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance enquiries@darlaston.graceacademy.org.uk or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed annually or where a substantial change is required due to a change in the law.

Information sharing with third parties

Department for Education

We are required to share information about our staff with the Department for Education (DfE) either directly or via our local authority for the purpose of data collection, under:-

- section 537A of the Education Act 1996
- the Education Act 1996 s29(3)
- the Education (School Performance Information)(England) Regulations 2007
- the School Workforce Census: a statutory census that takes place annually

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.

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

All other third party contacts

The link to the Privacy Notices of these third parties details how they use the data they collect. They will also have an agreement with the school that they will comply with the GDPR regulations when using the data of our staff.

Who	What	Why	Privacy Notice Link
Biostore	Name, staff ID number, Dietary requirements & allergies, Biometric data from thumbprint	Admin of the Cashless Catering System	https://www.crbcunninghams.co.uk/privacy-policy
SIMS	Personal details, Contacts, Timetable, Attendance, Lesson	Provide functionality of SIMS Management Information System	https://www.capita-sims.co.uk/privacy-notice
EPM	Staff data, bank details, qualifications and contractual information	Provision of contractual information and processing payroll	https://www.epm.co.uk/cookie-and-privacypolicy/

WMPF	Support staff contact information, employment information salary information	Pension provision	https://www.wmpfonline.com/privacynotice
TPS	Teaching staff contact information, employment information	Pension provision	https://www.teacherspensions.co.uk/public/privacy.aspx
HMRC	Staff contact information and salary information	Taxation purposes	https://www.gov.uk/government/publications/data-protection-act-dpa-information-hm-revenue-and-customs-hold-about-you/
BHSF	Staff contact information, place of work, jobtitle	Occupational health provider, pre-employment medical questionnaire	https://www.bhsf.co.uk/privacy/
LloydsBank	Name and Bank details	To make BACs payments to staff	https://www.lloydsbank.com/privacy.asp
NHS	Names, DOB, address, NHS number, Characteristic information	For covid testing and registration	https://www.england.nhs.uk/contact-us/privacy-notice/
SAM learning	Necessary information pulled from SIMS	For absence management	https://www.samlearning.com/privacy-policy-gdpr/