

21. Appendix 10 – Privacy Notice for Staff

Who processes your information?

The UST is the data controller and as such processes personal data relating to those we employ to work at, or otherwise engage to work at any part of the Trust. This includes contractors and agency staff as appropriate. This is for employment purposes such as to assist in the running of the Trust and / or to enable individuals to be paid.

How will we use your information?

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

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

- the processing is necessary for the performance of your employment contract;
- the processing is necessary for the performance of a legal obligation to which BCCFS is subject, for example our legal duty to safeguard pupils;
- the processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm; and
- the processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information, 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 school 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.

Will your information be shared?

The UST will not share information about you with third parties without your consent unless the law permits us to. We are required, by law, to pass on some of the personal data which we collect to the appropriate local authority and the Department for Education (DfE).

The collection of this information will benefit both national and local users by;

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body.

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.

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

We disclose details about you to our HR provider for the purposes of HR management.

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

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.

Our disclosures to third parties are lawful because one of the following reasons applies;

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others; or
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

The school will ensure that information will only be shared internally with staff where required for them to perform their professional duties.

How long is your data stored for?

The Trust only keep your information for as long as we need it or for as long as we are required by law to keep it. Further details can be found in the main body of the GDPR policy.

What are your rights?

You have the right to:

- request access to your personal information;
- request rectification of the information we hold about you;
- request the erasure of information about you;
- request that our processing of your personal information to be restricted;
- request data portability; and
- object to us processing your information.

For any of the above please contact the School's or Trust's Data Protection Champion (as appropriate) or the Trust's Data Protection Officer (DPO).

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Director of Data and Compliance or if preferred the DPO who can be contacted on specialistredactionservice@gmail.com. If you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office (ICO). The ICO can be contacted on 0303 123 1113.