



Privacy notice for staff

Key Definitions

All policies incorporate the following schools or organisations within the Wandle Learning Trust:

- Chestnut Grove Academy
- Chesterton Primary School
- Paxton Academy
- Ravenstone Primary School
- Any other schools that may join the Trust from time to time as not listed above.
- Wandle Learning Partnership
- Little Wandle Letters & Sounds Revised

The terms Academy, School, Organisation, and Trust are considered interchangeable in the context of all Trust policies. For the purpose of this privacy notice, “we” refers to the Wandle Learning Trust.

Introduction

The Trust processes personal data relating to parents, pupils, staff, LAC members, trustees, visitors, and others. The Trust is registered as a data controller with the ICO and will renew this registration annually or as otherwise legally required.

Wandle Learning Trust takes the security of the data it holds very seriously. Individuals who are employed by or volunteer within the Trust have a legal right to be informed about how we use any personal information that is held about them. To comply with this, we provide a ‘privacy notice’.

This privacy notice explains how the Trust collects, stores and uses personal data about individuals who are employed or volunteer within the organisation.

Wandle Learning Trust are the ‘data controller’ for the purposes of data protection law.

The Data Protection Officer (DPO) is the first point of contact for individuals whose data the Trust processes, and for the Information Commissioners Office (ICO). Our DPO is Paul Hepworth and is contactable via DPO@wandlelearningtrust.org.uk

If you have any questions about this notice please contact Paul Hepworth who will be happy to help you.

The personal data we hold and process

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

- personal information (such as name, employee or teacher number, national insurance number)

- next of kin and emergency contact details
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- bank account details, payroll records, National Insurance number and tax status information
- recruitment information, including copies of right to work documentation, references and other information included in an application form or equivalent as part of the application process
- copies of identification documents used as part of pre-employment and DBS checks
- qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- performance management information
- outcomes of any disciplinary and/or grievance procedures
- work absence information (such as number of absences and reasons)
- photographs
- 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, religious beliefs, sexual orientation
- Health, including any medical conditions, and sickness records
- Criminal records

Why we collect and use this data

The purpose of processing this data is to help us run the school, including to:

- enable you to be paid
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- 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
- support the work of the School Teachers' Review Body

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes to:

- fulfil a contract we have entered into with you
- comply with a legal obligation
- carry out a task in the public interest

Sometimes, we may 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. If you wish to withdraw consent then please talk to your HR Manager. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the organisation's use of your data.

Collecting this information

We collect staff information from recruitment forms and checks and through the daily operations of the school, e.g. CCTV, Arbor, information gathered as part of performance management or other school procedures.

Workforce data is essential for operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you have a choice in this.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is securely kept and is used only 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 the law and our records management policy.

In most cases we hold your data for 7 years after you have left the employment of the Wandle Learning Trust.

The data retention policy can be requested by emailing [**dpo@wandlelearningtrust.org.uk**](mailto:dpo@wandlelearningtrust.org.uk)

Data sharing

We do not share information about our workforce members with anyone 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 (Section 5 of the education regulations 2007) to share certain information, such as safeguarding concerns
- the Department for Education on a statutory basis
- educators and examining bodies
- our regulator, Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- trade unions and associations
- health authorities

- security organisations
- health and social welfare organisations
- professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals
- professional bodies
- employment and recruitment agencies

Department for Education (DfE)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our employees with the Department for Education (DfE) through the School Workforce Census 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 the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Paul Hepworth.

You also have the right to request:

- access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, please contact your HR Manager. If you are unhappy with our use of your personal data, please let us know by contacting Paul Hepworth.

Contact

If you would like to discuss anything in this privacy notice, please contact the Paul Hepworth.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 Department for Education (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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) 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 the Department for Education (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 the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be

found within the Department for Education's (DfE) 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 for Education (DfE): <https://www.gov.uk/contact-dfe>