



Privacy Notice – Staff

September 2023

Introduction

Under the General Data Protection Regulations (GDPR) individuals have a right to be informed about how the school uses any personal data that is held about them.

At Pele Trust we comply with this right by detailing 'privacy notices' for individuals when we process their personal data.

This privacy notice explains how we collect, store and use personal data about **staff**.

For the purposes of data protection law Pele Trust is the Data Controller.

The categories of school workforce information that we collect, process, hold and share include:

- Personal information (such as name, address, employee or teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group, marital status and relevant medical information
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Payroll information such as bank account details and tax status
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Next of kin information including their relationship to you and contact details
- Photographs of you and CCTV imagery captured in school
- Information that confirms your identity such as your driving licence or passport
- Performance information including appraisals, capability and/or disciplinary information
- Data about your use of the school's information and communications system

Why we collect and use this information

We collect and process this data is to help us run the school, including but not limited to:

- Enable you to be paid
- Allow us to discharge our contractual duties to you and you to us
- 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 gender, ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Meet our statutory or legal obligations as a company limited by guarantee and registered charity.

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation (such as The Education Act 1996)
- Carry out a task in the public interest

We may also use personal information about you where:

- You have given us consent to use it in a certain way

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, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is used 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 our retention schedule. This is usually for six years after the end of your employment however in certain circumstances we may need to retain some of all information for longer (for example if there have been any child protection allegations made about you).

Who we share this information with

We do not share information about staff members with anyone without consent unless the law and our policies allow us to do so.

Local authority

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

Office for National Statistics

Under section 4 of the Statistics of Trade Act 1947 we are required to share data relating to contractual hours and earnings with ONS. ONS keep data strictly confidential and it is illegal for them to reveal data or identify the organisation from where it came.

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 the Headteacher.

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

Concerns

If you have a concern about the way we are collecting or using your personal data, we request 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Claire Hancock

Chief Operations Officer

Our Schools

Belsay Primary School

Darras Hall Primary School

Heddon St. Andrew's CE Primary School

Ponteland High School

Ponteland Primary School

Richard Coates CE Primary School

