



Privacy Notice

How we use information of employees or those otherwise engaged to work either at or on behalf of Cuckoo Hall Academies Trust

December 2017

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Cuckoo Hall Academies Trust is a Data Controller for the purposes of the Data Protection Act 1998. We process personal data relating to our academies pupils to deliver education in line with the requirements of the [Education Act 1996](#).

To support this, we process personal data relating to those we employ or otherwise engage to work at or on behalf of the Trust. This is for employment purposes to assist in the running of the academies and our central services function including to:

- Enable individuals to be paid
- Facilitate safe recruitment
- Support the effective performance management of staff
- Improve the management of academy workforce data across the sector
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Support the work of the School Teachers' Review Body
- Promote the Trust (via newsletters and social media with appropriate consent)

We will not share information with third parties without the appropriate consent or unless there is a legal or statutory justification which requires or allows us to do so.

Categories of information held

All employees: -

- Name and title
- Address (contact details)
- Ethnicity, religion, nationality
- Date of birth
- Attendance / absence data ¹
- Outcome of enhanced DBS check
- Outcome of check to establish the person's right to work in the UK
- Outcome of barred list check
- Outcome of checks on people living or working outside the UK (if applicable)
- National Insurance Number
- Passport and driving licence (for identification purposes)
- Employment contract
- Remuneration details
- Professional qualifications
- Relevant medical information
- Outcomes of any disciplinary procedures
- Declarations of business and personal interests (for Senior Managers only)

For teaching staff (as above plus): -

- Outcome of identity check
- Outcome of prohibition from teaching check
- Outcome of Section 128 prohibition check for teacher management positions

¹ Sickness absence data is monitored and profiling decisions made with regard to the frequency / reasons for absence which may be linked to performance management. These decisions are made by line managers working with Human Resources

For Governors, and Trustees / Directors and Members²

The Department for Education's public information tool, 'Get information about schools' (formerly Edubase) requires us to collect: -

- Name and title
- Date of appointment
- Role (e.g. Member, director trustee, chair, governor)
- Date of birth
- Attendance at meetings
- Appointing body
- Date term of office ends / ended (if in previous year)
- Nationality
- Postcode
- Previous names

[Keeping Children Safe In Education](#) requires us to hold records of the outcome of enhanced DBS checks for all Governors and Trustees

[Companies House](#) requires us to keep records of Members and Directors: -

- Name and any former name
- Date of birth
- Country (or part of the UK) where they are usually resident
- Service address
- Business occupation (if any)
- Nationality

CCTV

Our academies use Closed Circuit Television cameras for the purposes of monitoring our premises and to support any pupil behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

Biometric data

Where cashless canteens are in place, biometric information is collected and used only with consent which can be withdrawn at any time. Consent is sought when a member of staff joins the academy

Images

Images are used for identification / security cards. Consent will be sought for the use of images for other purposes (such as news letters or social media) and can be withdrawn at any time.

Circumstances in which we are required to share employee information

School workforce census

We are required to share some staff information with the Department for Education as part of their [school workforce](#) census data collection. They may in turn share statistical analyses with the Local Authority.

² Companies House requires information for Members and Directors; the latter are also Trustees as per the Charities Commission.

If you require more information about how we and /or the DfE store and use your personal data please visit: www.gov.uk/data-protection-how-we-collect-and-share-research-data

Requesting access to personal data and individual rights

Individuals have certain rights under the Data Protection Act, including the right to be given access to personal information we hold about them. This is known as a '*subject access request*' and the process is fully explained in our [Data Protection Policy](#) available on our website.

Anyone wishing to make a subject access request may do so by contacting the academy office or our Data Protection Officer (Please see the 'contacts' section below).

Individuals 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

Contacts

If anyone wishes to discuss anything in this privacy notice or has any concerns about how we are collecting or using their personal data, you should raise your questions with us in the first instance. Please contact either the academy officer or email our Data Protection Officer at information.access@chat-edu.org.uk

Please mark all correspondence for the attention of our Data Protection Manager.

Should we not be able to provide a satisfactory answer you may contact the Information Commissioner's Office (ICO) directly: -

Information Commissioner's Office
Wycliffe House | Water Lane | Wilmslow | Cheshire SK9 5AF
0303 123 1113 | www.ico.org.uk