



Privacy Notice (How we use staff information)

Medway Anglican Schools Trust is the data controller of the personal information you provide to us. This means the trust determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

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

- personal information (such as name, employee or teacher number, national insurance number)
- 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 information (such as number of absences and reasons)
- qualifications
- DBS certification
- relevant medical information
- Bank account details

Why we collect and use this information

We use staff data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- to safeguard staff and pupils

The lawful basis on which we process this information

We collect and use personal information about you, and we may also receive information from your previous employers, education establishments and LAonly 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
- Carry out a task in the public interest

Less commonly, we may also 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)

In addition, concerning any special category data:

- When processing is necessary for reasons of substantial public interest

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.

Collecting this data

Whilst the majority of pupil 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 personal information to us or if you have a choice in this.

Storing this information

Personal data relating to staff at Medway Anglican Schools Trust is stored in line with the school's GDPR Data Protection Policy.

In accordance with the GDPR, the school does not store staff personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected in accordance with our retention schedule.

Who we share this information with

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law and our policies allow us to do so.

Where the school outsources data to a third party processor, the same data protection standards that St Margaret's C of E Junior School upholds are imposed on the processor.

We routinely share this information with:

- Local Authority – *to comply with our legal obligation to share certain information such as safeguarding issues*
- The Department for Education (DfE) - *to meet our legal obligations to share certain information*
- Police forces and courts or tribunals - *to protect the vital interests of an individual or individuals*
- Ofsted - *to meet our legal obligation to our regulators*
- Auditors - *to enable them to carryout auditing to meet our legal obligation to our regulators*
- Suppliers and service providers – *to enable them to provide the service we have contracted them for to fulfil our official task*
- Technical organisations - *to enable them to support our management information system and our backup storage to fulfil our official task*
- Financial organisations – *to enable them to supply a financial service to fulfil our contract*
- Professional advisers and consultants - *to enable them to provide the service we have contracted them for to fulfil our official task*

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.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools.

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. 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.

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>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold (Subject Access Request). To make a request for your personal information, contact the trust data protection officer.

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, 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/>

Complaints

We take any complaints about our collection and use of personal information very seriously. 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 by contacting our data protection officer.

Alternatively, you can contact the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Helen Reardon 01634 230 998

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this Trust.