



Privacy Notice for Staff

Under data protection law, individuals have a right to be informed about how the School uses any Personal Data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their Personal Data.

This privacy notice explains how Plymouth CAST ('the Trust', 'we', 'us' or 'our') collect, store and use Personal Data about individuals we employ, or otherwise engage, to work at our School.

We are the 'data controller' for the purposes of data protection law.

Our Details

We are: **Plymouth Cast Multi Academy Trust**

Address: **St Boniface House, Ashburton, Newton Abbot, Devon, TQ13 7JK**

Information Commissioner's Office Registration Number: **ZA022556151412019**

Our Data Protection Officer is: **Matthew Barnes**

And the contact details are:

**Plymouth CAST
St Boniface House
Ashburton
Newton Abbot
TQ13 7JL**

The Personal Data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal Data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name and contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits 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 a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data

- Copy of driving license
- Photographs
- CCTV images at our sites
- Data about your use of the School's information and communications system (school staff only)

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 and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we use this data

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

- Enable you to be paid
- To promote health and safety
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Develop our understanding of our workforce and how employees are deployed
- Ensure proper management of school trips and afterschool clubs and activities (school staff only)
- 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
- To complete Workforce Returns to central government
- Protect your welfare along with that of your colleagues and pupils when in school or when visiting our sites

Our lawful basis for using this data

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
- Carry out a task in the public interest (to provide educational services to pupils and to offer extra-curricular activities to benefit personal and academic growth)

In addition, Personal Data will be collected and/or processed for the purposes of relevant contracts for the provision of services which are paid for. This may include but is not limited to:

- the provision of music tuition;
- school trips;

- entering students for examinations.

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)

We do not process any special categories of Personal Data except where necessary for reasons of substantial public interest in complying with legal obligations including under the Equality Act 2010 or where necessary to protect the vital interests of the Data Subject or of another natural person and where safeguards are in place to ensure that this Personal Data is kept secure. For the avoidance of doubt where special categories of Personal Data are collected it shall not be used for the purposes of automated decision making and/or profiling.

Special categories of data means Personal Data revealing:

- racial or ethnic origin;
- political opinions; religious or philosophical beliefs or trade union membership;
- genetic or biometric data that uniquely identifies you;
- data concerning your health, sex life or sexual orientation; or
- data relating to criminal convictions or offences or related security measures

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. If consent is the only legal basis for processing and has been given then this may be revoked in which case the Personal Data will no longer be collected/processed.

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

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How data will be processed

Personal Data may be processed in a variety of ways; this will include but is not limited to:

- maintaining written records for educational or employment purposes;
- medical or allergy information displays;
- identification;
- sending by e-mail;

- adding to spreadsheets, word documents or similar for the purposes of assessing Personal Data;
- for educational software use (this could be for the purposes of helping children learn, discipline, reports and other educational purposes).

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Paper copies of Personal Data are kept securely at the Schools; for example, in secure filing cabinets.

Electronic copies of Personal Data are kept securely and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving Personal Data to third parties (for example, software providers) it is possible that this Personal Data could be stored in a location outside of the European Economic Area. We will take all steps reasonably necessary to ensure that your Personal Data is treated securely and in accordance with this privacy policy. In particular, any transfer of your Personal Data made by us to a location outside of the EEA will be governed by clauses in a written contract in order to keep these secure.

How long we keep data

We will only retain Personal Data for as long as is necessary to achieve the purposes for which they were originally collected. As a general rule, your Personal Data will be kept for the entire period that you are an employee at the Trust. Other records (for example, safeguarding or in relation to special educational needs) will be kept for longer in accordance with guidance from the Information and Records Management Society. Further information on retention periods can be obtained by contacting us.

Once the retention period concludes the data is securely and safely destroyed/deleted.

Data sharing

Personal Data will be accessible by members of staff. Where necessary, volunteers, trustees and governors will also have access to Personal Data.

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. We will disclose Personal Data to third parties:

- if we are under a duty to disclose or share your Personal Data in order to comply with any legal obligation; for example:
 - We are required to share information about our employees with the DfE in order to comply with our legal obligations as set out by acts of Parliament and associated legislation and guidance.
- in order to enforce any agreements with you;
- in order to perform contracts with third party suppliers for the purposes listed above. Our third party suppliers include:

- Capita Education Software Services (SIMS data)
- Cornwall County Council (Payroll)
- Devon County Council (DBS etc.)
- to protect the rights, property, or safety of the Trust, the schools, other pupils or others. This includes exchanging information with other organisations for the purposes of child welfare.

Other third parties with whom we may share personal information about you with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals*
- *The Department for Education (please see below)*
- *Your family or representatives*
- *Educators and examining bodies*
- *Our regulator [specify as appropriate e.g. Ofsted, Independent Schools Inspectorate]*
- *Financial organisations*
- *Central and local government*
- *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*

Employee Data – DfE Data Collection Requirements

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 DfE including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The 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 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 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 employee data, organisations must comply with the DfE's 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 DfE's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

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

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.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer. We will aim to respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their Personal Data is used and kept safe. You have the right to:

- Be informed about the collection and use of your Personal Data
- Access your Personal Data (please see above)
- Object to the use of your Personal Data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate Personal Data corrected, deleted or destroyed, or restrict processing
- To receive your Personal Data in a format that can be transferred. We will normally supply Personal Data in the form of e-mails or other mainstream software files.
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This Privacy Policy was last updated on 25th May 2018.

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**.

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 school.