

Privacy Notices - school workforce

Who we are

Bottisham Community Primary School is part of the Academy Trust called Anglian Learning. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College
Lode Road
Bottisham
Cambridge
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. They can be contacted on 0300 300 0000 or support@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

We process personal data relating to those we contract to undertake work at our schools. This is for contractual purposes and to safeguard the pupils within our care.

This personal data includes identifiers such as names, addresses and date of birth.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of the contract
- The processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We may disclose details about you including national insurance number to our payroll provider to enable you to be paid.

Our Payroll providers are:

Education Personnel Management
St Johns House
Spitfire Close
Ermine Business Park
Huntingdon
Cambridgeshire
PE29 6EP

<https://www.epm.co.uk/contact/>

We may share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our records retention policy which can be found on the Anglian Learning website.

<http://anglianlearning.org/governance/>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the School Office.

More information about your rights is available in our data protection policy on the Anglian Learning website.

<http://anglianlearning.org/governance/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<http://anglianlearning.org/governance/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the

outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.