

Privacy Notice for School Workforce

How we use your academy workforce information

The Apollo Partnership Trust (registered office c/o Castle Rock High School, Meadow Lane, Coalville, Leicestershire LE67 4BR) is the Data Controller for the purposes of the Data Protection Act 1998 and General Data Protection Regulations 2018 (GDPR). Guided by these acts, we offer protection for individuals, but share data when it is required by law or is beneficial to the individual. Under data protection law, individuals have a right to be informed about how the Trust and its schools uses any personal data that we hold about them.

For the contact details of the Trust Data Protection Officer (DPO) please see our Data Protection page on www.apollopartnershiptrust.uk.

1.0 The Personal data we hold

1.1 Personal data we hold on the academy workforce information that we collect, process, hold and share may include, but is not restricted to:

- Contact details
- Name, data 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 as part of the application process
- Qualifications and employment records, including work history, start dates, job titles and roles, working hours, training records, professional memberships, teacher number
- Performance information
- Outcomes of any disciplinary and / or grievance procedures
- Absence data
- Copy of driving license
- Photographs
- CCTV footage
- Data about your use of the school's information and communications system including contact details on student reports, staff lists and displays

2.0 Special categories of data

2.1 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 options
- Trade union membership
- Health, including any medical and disability information, sickness and other absence records

3.0 Why we use this data

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

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards students and pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and workforce planning
- Enable equalities monitoring
- Improve the management of workforce data across the Trust
- Support the work of the Trust's schools and the School Teachers' Review Body
- Assist in managing the security and safety of our staff, pupils, students and other visitors alike.

3.2 We believe where in use across our Trust, the use of CCTV equipment is a proportionate means of safeguarding our premises, staff and students and other visitors. We adhere to the Information Commissioner's guidance on the use of CCTV equipment in our operation of this policy. <https://ico.org.uk/for-organisations/guide-to-data-protection/cctv/>

3.3 If serious misconduct or a dangerous activity is observed, we may use such images.

4.0 The lawful basis on which we process this data

4.1 In line with Articles 6 and 9 of the GDPR, 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

4.2 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)

4.3 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.

5.0 Collecting this information

5.1 Whilst the majority of information provided 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 staff whether they are required to provide certain academy workforce information to us or if they have a choice in this.

6.0 Storing this information

6.1 Personal data is stored in line with our Data Protection Policy and Records Retention and Disposal Schedule.

6.2 The Trust holds payroll records for all Trust employees and each school within the Trust creates and maintains an employment file for each local staff member. The information contained within these file is kept secure and is only used for purposes directly relevant to your employment.

6.3 We hold academy workforce data and personnel files for seven years after the date on which a member of staff leaves any school within the Trust in line with our Records Retention and Disposal Schedule.

7.0 Who we share this information with

7.1 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. Where it is legally required, or necessary (and it complies with data protection law), 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
- The Department for Education (eg. Obligation to submit workforce census, including individual staff records)
- Your family or representatives
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll, Strategic HR services, DBS clearance checks, Occupational Health questionnaires and referrals
- Pension providers and HMRC
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations, office for National Statistics
- 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

8.0 Transferring data internationally

8.1 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.

9.0 Department for Education

9.1 The department may share information about academy employees with third parties who promote the education or wellbeing of children or the effective deployment of academy staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

9.2 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
- The arrangements in place to securely store and handle the data

9.3 You can find more information about this on the Department for Education's webpage on how it collects and shares data. You can also contact the Department for Education if you have any questions.

10.0 Your obligations to us

10.1 In the course of your time as an employee within the Trust you are required to:

- Complete the online training through the GDPRiS platform
- Confirm you have read and agree with this Policy, and the Data Protection Policy
- Understand and follow the requirements around appropriate protection of any personal or sensitive data which you may come in contact as part of your role
- To understand how to notify us of a data breach and be able to recognise a Subject Access Request and what to do with one
- To abide by all associated policies including Data Protection Policy, Code of conduct; Confidentiality and IT Acceptable Use Policy

11.0 Your rights

11.1 Individuals have a right to make a 'subject access request' to gain access to personal information that the school 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

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

- 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 the use of your personal data for 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
- Claim compensation for damages caused by a breach of the data protection regulations

11.3 To exercise any of these rights, please contact our Data Protection Officer.

12.0 Complaints

12.1 If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you raise your concern with either with the Trust's DPO.

12.2 Alternatively, you can contact the Information Commissioner's Office at ico.org.uk/concerns/

13.0 Further information

13.1 If you would like to discuss anything in this privacy notice, please contact the Trust's DPO on DPO@apollopartnershiptrust.uk.