

Privacy Notice for Chase Terrace Academy

- How we use employee information

This Privacy Notice is specific to Chase Terrace Academy, but is written to be consistent with Stephen Sutton Multi-Academy Trust's Data Protection (GDPR) Policy. The Notice relates to personal, identifiable information that relates to individual employees of Chase Terrace Academy, a partner school in Stephen Sutton Multi-Academy Trust.

The categories of employee information that the school collects, holds and shares include:

- Personal information, such as name, employee or teacher number, national insurance number and address / contact details)
- Special categories of data, including information relating to characteristics such as ethnicity, age and gender
- Contract information, such as start dates, hours worked, post, roles and salary information
- Work absence information, such as number of absences and reasons
- Qualifications (and, where relevant, subjects taught)
- Any relevant medical information.

The school collects and uses this information for 'specified, explicit and legitimate purposes' in order to:

- Enable individuals to be paid
- Enable the school, and the Trust, to develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies

The lawful basis on which the information is used:

The school collects and uses employee information under Section 537A of the Education Act 1996 and Section 83 of the Children Act 1989. It also complies with the General Data Protection Regulation (GDPR).

Employee information is collected and used under the following GDPR categories:

- Article 6 - GDPR - Public task: Processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law.
- Article 9 – GDPR – Processing of special categories of personal data: Processing is necessary for the purposes of carrying out the obligations, and exercising specific rights, of the Controller or of the data subject in the field of employment and social security and social protection law, in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.; and processing is necessary for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity.

Information is also collected through the appointment process, consistent with The School Staffing (England) Regulations 2009, 12(7) and 24(7) and the School Staffing (England) (Amendment) Regulations 2013.

Collecting employee information:

Whilst the majority of employee information provided to the school is mandatory, some of it is provided on a voluntary basis. In order to comply with the General Data Protection Regulation, the school will inform employees whether they are required to provide certain personal information for the school, or whether they have a choice in this.

Storing employee data:

The school holds employee data until six years have elapsed after the date of the termination of employment, after which it is disposed of securely.

Employee information is shared with:

- Officers (and, where required, Directors) of the Stephen Sutton Multi-Academy Trust (SSMAT)
- Staffordshire Local Authority
- The Department for Education (DfE)
- The Education and Skills Funding Agency (ESFA)
- Other public sector bodies (e.g. police, social services, where there is a clear need to do so, with a sound legal basis)
- Capita (payroll provider)
- PHRP (HR consultancy advisers) (as required, in the effective implementation of Trust HR policies)

Why we share employee information:

Information about our employees is not shared with anyone without consent, unless the law and the Trust's policies allow the school to do so.

The school is required to share employee data with the Local Authority, in order that it can fulfil its statutory duties, e.g. with regard to safeguarding, and there are circumstances where it is also necessary to share employee data with other public bodies, such as the police and social services.

Personal data is also shared with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring and evaluation and is also associated with school funding and expenditure and educational attainment.

Data collection requirements:

The DfE collects and processes personal data relating to those employed by schools (including multi-academy trusts). All state-funded schools are required to submit a census submission, because it is a statutory return, under Sections 113 and 114 of the Education Act 2005. For more information go to: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The Department 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 through: research and analysis; the production of statistics; and the provision of information, advice or guidance. Robust procedures are in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to this data and its use. Decisions regarding the release of personal data to third parties are subject to a strict approval process and are based on a detailed assessment of: who is requesting the data; the purpose for which it is required; the level and sensitivity of the data requested; and the arrangements in place to store and handle the data securely. To be granted access to school workforce information, 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, go to: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> . To contact the Department, go to: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data:

Under data protection legislation, employees have the right to request access to information about them that is held by the school. To make a request for your personal information, please make a Subject Access Request (SAR), addressed to Sharon Thorp, the Data Protection Officer for Stephen Sutton Multi-Academy Trust (contact details below). Guidance notes and a SAR Form can be accessed from www.stephensuttonmat.co.uk or from the school's website.

Employees 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
- Claim compensation for damages caused by a breach of the Data Protection regulations

Anyone having a concern about the way that their personal data is being collected or used, should, in the first instance, raise the issue with the Trust's Data Protection Officer –

dpo@stephensuttonmat.co.uk . Concerns can also be raised through direct contact with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact:

To discuss any aspect of this Privacy Notice, please contact Sharon Thorp, Data Protection Officer
dpo@stephensuttonmat.co.uk

01543-687310

Stephen Sutton Multi-Academy Trust

Bridge Cross Rd., Burntwood, Staffs., WS7 2DB