

Trust Workforce: those employed or otherwise engaged to work at an academy or the Trust

## **Privacy Notice – The Data Protection Act 1998 and General Data Protection Regulation 2018 : How we use your information**

We collect and process employee information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation.

We, The Aspire Educational Trust process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the Trust/school and/or to enable individuals to be paid.

### **Why do you need my information?**

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

### **The categories of information that we collect, hold and share include:**

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information).
- Appraisal information
- Permitted details of employment checks (including DBS)
- Next of kin information contact details.

### **Collecting information**

In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## **Storing workforce data**

We hold workforce data according to ICO guidelines

## **How will my information be stored?**

All workforce data will be stored using online systems, in school IT systems and as a paper copies.

Workforce data will be stored securely with the use of secure passwords and locked cupboards.

The MAT uses the following electronic systems:

SIMS

Parent Pay

Evolve

Prime

RBUSS

Single Central Record – kept on a password protected computer

Oracle

HCSS

Phone numbers kept on a password protected phone

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **What allows you to use my information?**

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections 113 and 114 of the Education Act 2005. This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

## **Who will my information be shared with?**

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

We are required, by law, to pass on some of this personal data to:

- our local authorities
- The Trust's external auditor
- the Department for Education (DfE). The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data.

Decisions on whether DfE releases 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 store and handle 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 DfE: <https://www.gov.uk/contact-dfe>

### **Will this information be used to take automated decisions about me?**

No, the Trust and the school do not use it for these purposes.

### **Will my data be transferred abroad and why?**

- No, the Trust and the school do not do this.
- The Local Authorities do not do this
- The DfE would only do it if it might the strict conditions laid down (see above).

### **Requesting access to your personal data**

You have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, or be given access to your child's educational record, contact the Trust's Data Protection Officer on [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact:**

If you would like to discuss anything in this privacy notice, please contact:

The Trust's Data Protection Officer at [\*\*dpo@aet.cheshire.sch.uk\*\*](mailto:dpo@aet.cheshire.sch.uk).