

## PRIVACY NOTICE FOR STAFF

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about applicants. Education Impact Academy Trust is the data controller of the personal information you provide to us for the purposes of data protection law.

Our Data Protection Officer is Danielle Faragher, [dpo@educationimpact.org.uk](mailto:dpo@educationimpact.org.uk).

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you. Please check back frequently to see any updates or changes to our privacy policy.

Last updated: 10/09/2021

### OUR CONTACT DETAILS

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Name: Education Impact Academy Trust Head Office

Address: Wood End Road, Erdington B24 8BL

### THE TYPE OF PERSONAL INFORMATION WE COLLECT

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The categories of information that we collect, hold, and share include the following:

Personal Information	Name, address and contact details Racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs
Contract Information	Start dates, hours worked, post, roles and salary information, bank/building society details
Absence Information	Number of absences and reasons (including information regarding physical and/or mental health), holiday records
Training and Qualifications	Details of your qualifications, training, experience, duties, and employment history Membership of professional bodies and interests
Performance Information	Appraisals and performance reviews, performance measures including performance management/improvement plans, disciplinary or grievance records

Other	Pension arrangements (and all information included in these necessary to administer them) Driving licence (if relevant for role) Information regarding your criminal record Details of your referees Whether you are related to any member of our workforce Details of any support or assistance you may need to assist you at the interview because of a disability CCTV footage and images
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## HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

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A lot of the information we have about our workforce comes from the individuals themselves. However, we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit administrators, consultants, and other professionals we may engage.

## LAWFUL BASES

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We must make sure that information we collect, and use is in line with the GDPR and Data Protection Act. This means that under Article 6 of the UK GDPR we must have a lawful basis to collect the data and that if we share it with another organisation or individual, we must have a legal basis to do so. The lawful bases we rely on for processing this information are:

### CONSENT

There may be times where we request your consent for us to process your personal data for a specific purpose.

### CONTRACT

The processing is necessary to enter into a contract with our workforce, such as employment contracts.

### LEGAL OBLIGATION

The processing is necessary to comply with the law including our obligations as an employer under employment protection, health and safety legislation, and under statutory codes of practice such as those issued by ACAS.

### PUBLIC TASK

Collecting the data is necessary to perform tasks that we are required to perform as part of our statutory function and to safeguard our pupils and other individuals.

Special category data is personal data that needs more protection because it is sensitive. To lawfully process special category data, you must identify both a lawful basis under Article 6 of the UK GDPR and a separate condition for processing under Article 9. The separate conditions we rely on for processing this information are:

- 2a. the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.
- 2b. 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.
- 2h. processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee.

## HOW WE STORE YOUR PERSONAL INFORMATION

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We take appropriate measures to ensure that personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used in an unauthorised way. We limit access to your personal data to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the site. Once the deadline for retaining information has passed, data stored electronically is deleted and paper copies destroyed.

## DATA SHARING

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We routinely share information about our workforce with:

- Local authorities, to assist them with matters regarding safeguarding and in obtaining DBS checks on staff.
- The Department for Education, in compliance with legal obligations of the school to provide information about our workforce as part of statutory data collections.
- Contractors, such as payroll providers, to enable them to provide an effective service to the school and government agencies such as HMRC and DWP regarding tax payments and benefits.
- Our professional advisors including legal and HR consultants.

We do not share information with anyone without consent unless the law and our policies allow us to do so.

## YOUR DATA PROTECTION RIGHTS

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Under data protection law, you have rights including:

- Your right to be informed - You have the right to be informed if your personal data is being used. This privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us.
- Your right of access - You have the right to ask us for copies of your personal information.

- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.
- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- Your right to prevent automated processing or ask us to explain decisions made by automatic processing - You have a right to prevent automated processing. Automated Processing is when decisions are made about you without people being involved.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: E-mail: [dpo@educationimpact.org.uk](mailto:dpo@educationimpact.org.uk): Tel: 0121 809 2489, Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL if you wish to make a request.

The lawful basis for processing does affect which rights are available to you and in certain cases, some rights will not apply:

	Your right to erasure	Your right to data portability	Your right to object to processing
Consent			X <i>But you can withdraw consent</i>
Contractual obligation			X
Legal obligation	X	X	X
Vital Interests		X	X
To perform a public task	X	X	

Legitimate interests		X	
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## HOW TO COMPLAIN

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If you have any concerns about our use of your personal information, you can make a complaint to us at:

Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL

Tel: 0121 809 2489, E-mail: [dpo@educationimpact.org.uk](mailto:dpo@educationimpact.org.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

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

Helpline number: 0303 123 1113, ICO website: <https://www.ico.org.uk>