

EDUCATION IMPACT ACADEMY TRUST PRIVACY NOTICE - STAFF

Education Impact Academy Trust collect, hold, use and share information about our workforce. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means everything from collecting, to storing, using, sharing and disposing of it. The School workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at the school.

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 document contains the following information:

1. The categories personal information we process
2. How we collect personal information
3. Why we collect and use personal information
4. How we store your information
5. Data sharing
6. Your Data Protection rights
7. How to complain

This notice will be reviewed annually or sooner when significant changes are made to the law. Last updated 20th January 2025.

Our Data Protection Officer is Dannielle Knibbs, dpo@educationimpact.org.uk.

THE CATEGORIES OF INFORMATION WE PROCESS

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

- Personal information (such as name, address, employee or teacher number, national insurance number and emergency contact details)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons) and relevant medical information
- Qualifications
- Photographic and CCTV records
- Information about medical or health conditions, including whether you have a disability for which the school needs to make reasonable adjustments
- Details of trade union membership if you pay your subscriptions through payroll
- Recruitment information including right to work documentation and references
- Performance and information relating to grievance and/or disciplinary procedures
- Use of school devices and school networks as part of our safeguarding procedures

HOW WE COLLECT INFORMATION

We collect this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during employment, from correspondence with you, through interviews, meetings or other assessments, self-certification forms [medical], Fit Notes, local authorities, previous employers, NHS, the Police, the Disclosure and Barring Service and the Department for Education [DfE].

Workforce data is essential for the School's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection, whether you are required to provide certain information to us and your rights in relation to this.

WHY WE COLLECT AND USE PERSONAL INFORMATION

We use workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Facilitate safer recruitment (e.g. by carrying out criminal records checks and requesting references)
- Support effective performance management
- Support the management of absence
- To meet our statutory duties
- For site safety and security
- To detect and prevent crime and combat fraud

The ways we collect and use personal workforce information are lawful based on: your explicit consent; for compliance with certain legal obligations, or for exercising certain legal rights; for protecting a person's vital interests in an emergency; for health and public health reasons; or for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

Under the UK General Data Protection Regulation (UK GDPR), we must have a legal basis for processing your personal information include:

1. Article 6(a) – Consent – There may be times when we request your consent to process your data for a specific purpose which does not fall in to the other categories below.
2. Article 6(b) Contract (your contract of employment) – The necessary processing of data to enter in to a contract of employment with us.
3. Article 6(c) - Compliance with our legal obligations – The necessary processing of data as an employer to comply with the law. In particular, but not exclusively:
 - Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
 - Keeping Children Safe in Education 2024 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).
 - Equality and Health & Safety legislation.
4. Article 6(e) – Carrying out tasks in the Public Interest – The necessary processing of data to carry out our statutory duty to safeguard pupils and other individuals.

HOW WE STORE YOUR PERSONAL INFORMATION

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. Access to personal data is limited, 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 securely on the site.

We only keep the information for the length of time we need it for, as shown in our data retention schedule. For more information on our data retention schedule, please see the Data Retention Policy.

We dispose of personal information securely when we no longer need it.

DATA SHARING

We routinely share information with:

- Local authorities, particularly in relation to HR, Payroll and Criminal Record checks
- The Department for Education (DfE)
- HMRC
- Our Governing Body
- The Disclosure and Barring Service
- Employers where references are requested
- Police

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

YOUR DATA PROTECTION RIGHTS

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer.

You also have the right to:

- be informed about the collection and use of your personal data.
- rectification, ie to have inaccurate personal data rectified, or completed if it is incomplete.
- erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation.
- restrict processing, although, as above this is a limited right.
- object; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to process your data, you have the right to withdraw that consent. If you do change your mind, or you are unhappy with our use of your personal data, please let us know .
- Finally, the right to seek redress, either through the ICO, or through the courts.

If you make a request, we will keep a record of the request and any personal data supplied for a suitable period after its fulfilment, in order to deal with any questions you, your representatives or regulators may have about it.

If you wish to make a request, please contact Dannielle Knibbs at

Email: dpo@educationimpact.org.uk

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

HOW TO COMPLAIN

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

Email: dpo@educationimpact.org.uk

If you do not wish to liaise with The Trust you can contact our External Data Protection Officer at:

Email: dpforschools@derbyshire.gov.uk

Phone: 01629 532888

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>