

## EDUCATION IMPACT ACADEMY TRUST PRIVACY NOTICE - STAFF

Under UK data protection law, individuals have a right to be informed about how our school uses 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 **individuals we employ, or who otherwise engage to work within our trust**. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy as soon as reasonably practical.

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 6<sup>th</sup> February 2025.

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

### TRUST CONTACT DETAILS

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Name: Education Impact Academy Trust

Address: Wood End Road, Birmingham B24 8BL

Phone Number: 0121 387 2000

E-mail: [enquiry@educationimpact.org.uk](mailto:enquiry@educationimpact.org.uk)

## THE PERSONAL DATA WE PROCESS

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

- Personal and contact information (such as name, address and phone number)
- Next of kin and emergency contact details
- Characteristics information (such as gender and age)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Bank account details and payroll records
- Absence data
- Qualifications and employment records
- 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

The following categories fall in to 'Special Categories' of more sensitive information.

- Sickness records
- Information about medical or health conditions
- Photographic and CCTV records
- Information about trade union membership
- Information about criminal convictions and offences, where appropriate.

## HOW WE COLLECT INFORMATION

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Workforce data is essential for the school's operational use. We will only collect and use your data when the law allows us to and most of the data we hold about you will come from you. While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## WHY WE COLLECT AND USE PERSONAL INFORMATION

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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
- Photographic images for identification purposes
- Enable equalities monitoring

If you fail to provide certain information when requested, we may not be able to fulfil the contract we have entered with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Under the UK General Data Protection Regulation (UK GDPR), we must have a lawful basis for processing your personal information. The lawful basis for processing are:

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 into the other categories below.
2. Article 6(b) **Contract**: The necessary processing of data to enter a contract of employment with us.
3. Article 6(c) - **Legal obligations**: The necessary processing of data as an employer to comply with the law.
4. Article 6(d) – **Vital Interests**: The necessary processing of information in a life-or-death situation.
5. Article 6(e) – **Public Interest**: The necessary processing of data to carry out our statutory duty to safeguard pupils and other individuals.
6. Article 6(f) – **Legitimate interests**: where there's a minimal privacy impact and we have a reasonable purpose for processing data.

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

1. We have obtained your explicit consent to use your personal data in a certain way
2. We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
3. We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
4. The data concerned has already been made manifestly public by you
5. We need to process it for the establishment, exercise or defence of legal claims
6. We need to process it for health or social care purposes, or public health reasons

While you're in our schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

1. Comply with health and safety and other legal obligations
2. Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
3. Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
4. Protect your welfare

## HOW WE STORE YOUR PERSONAL INFORMATION

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We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary to comply with our legal requirements or to meet our regulatory requirements. Our Retention Policy sets out how long we keep information about staff.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

## DATA SHARING

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We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Local authorities
- The Department for Education (DfE)
- HMRC
- Our Governing Body
- Ofsted
- Our auditors
- The Disclosure and Barring Service
- Employers where references are requested
- Police forces, courts or tribunals
- Suppliers and service providers, e.g. HR and Payroll providers

## YOUR DATA PROTECTION RIGHTS

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Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Be informed about the collection and use of your personal data.
- Have inaccurate personal data changed 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 the way we are using your information, although, as above this is a limited right.
- Object to the way we are using your information; though other than for marketing purposes, this is also limited as above.
- Where we rely on your consent to collect and use 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.
- Make a complaint to the Information Commissioners Office and claim compensation for damages caused by a breach of the data protection regulations

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

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, to deal with any questions, you, your representatives or regulators may have about it.

If you would like to make a request, please contact us (see 'Contact us' below).

## CONTACT US

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If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, Dannielle Knibbs:

Email: [dpo@educationimpact.org.uk](mailto:dpo@educationimpact.org.uk)

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

## 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

Email: [dpo@educationimpact.org.uk](mailto:dpo@educationimpact.org.uk)

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

Email: [dpforschools@derbyshire.gov.uk](mailto: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>

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