



Privacy Notice - How we use workforce information

Following the introduction of a new data privacy law in the UK on 25 May 2018, Wellsway Multi Academy Trust has produced this Privacy Notice to make it easier for you to find out how we use and protect your information.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, employee or teacher number, national insurance number, date of birth etc)
- special categories of data including characteristics information such as gender, age, ethnic group
- 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)
- relevant medical information, emergency contact/next of kin details
- information for payroll such as bank details
- Identification (e.g. photograph and address ID)
- Criminal record disclosures

Why we collect and use this information

We use school 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
- improving the management of workforce data across the sector
- correspond with you/or about you for example contracts, variations, and at your request, letters to mortgage lenders/letting agencies with your salary details etc
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- Compliance with UK.Gov Right to Work and mandatory safeguarding and safer recruitment checks

The lawful basis on which we process this information

We process this information under the Education Act 1996 and the EU General Data Protection Regulation 2016/679 including Article 6 'Lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform

you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for the time specified in the school's data retention policy.

Who we share this information with

We routinely share this information with:

- Relevant local authorities
- the Department for Education (DfE)
- the Trust's payroll and HR system provider
- Pension providers
- HMRC
- DBS and List 99 checking service providers
- Auditors
- Occupational Health providers
- OFSTED
- Insurers
- Office of National Statistics

Why we share school workforce information

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

Local authority

We are required to share information about our workforce members with the relevant local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

We are required to share information about our pupils with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Payroll and HR systems and Pension providers

We share certain data with our payroll, HR and pension providers such as is necessary to for employees to be paid and for the set up and administration of employees' contracts, variations, changes to personal details etc and maintaining and reporting of pension records.

HMRC

We may share certain payroll data with HMRC to ensure compliance with legislative process.

DBS and List 99

We share essential information with DBS and List 99 checking service providers in accordance with the Code of Practice published by the Disclosure and Barring Service and to ensure compliance with DfE Keeping Children Safe in Education.

Auditors

We may share payroll, HR and pension information with auditors to ensure compliance with legislative process.

Occupational Health

Information you provide is shared with our occupational health provider to check staff are suitably fit to work in post and we may provide necessary support where required. Also in compliance with DfE Keeping Children Safe in Education. In addition information may be shared with the relevant pension provider in circumstances such as retirement due to ill health etc.

OFSTED

Employee information may be shared with Ofsted during inspections to demonstrate compliance with safeguarding, safer recruitment and DfE Keeping Children Safe in Education.

Insurers

Staff absence and GP reports are shared with our absence insurance provider to ensure adequate protection and provision of cover in schools.

Office of National Statistics (ONS)

As required for periodic, statutory and mandatory ONS reporting purposes

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, 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 by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal 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; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of 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 the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

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

HR@wellswaymat.com

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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

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

The WMAT Business Director