

December 2016

Dear Employee

Privacy Notice - Data Protection Act 1998

We the Beckfoot Trust are the Data Controller for the purposes of the Data Protection Act. Personal data is held by The Trust about those employed or otherwise engaged to work at the schools within the Trust. The collection of this information will benefit both national and local users by:

- Improving the management of school workforce data across the sector;
- Enabling a comprehensive picture of the workforce and how it is deployed to be built up;
- Informing the development of recruitment and retention policies;
- Allowing better financial modeling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body.

The Beckfoot Trust and schools within the Trust have contracts with various companies (Data Processors) who provide services on behalf of the trust e.g. cashless payment systems, outsourced HR services, school management information systems etc. It may be necessary to share your personal data with these companies to assist in the smooth running of the schools e.g. to enable individuals to be paid.

The personal data we share with Data Processors includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group; employment contract and remuneration details, qualifications, performance and absence information.

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PLEASE COMPLETE & RETURN THIS SLIP TO THE SCHOOL HR OFFICE ASAP

Name:

School:

I consent to my information being used as set out in the Trust Staff Privacy Notice.

Signed _____

Dated _____

We are required by law to pass on some of this data to the Department for Education (DfE), if you require more information about how the DfE store and use this data please visit <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data> or contact the DfE, Public Communications Unit, Department for Education, Sanctuary Buildings, Great Smith Street, London. SW1P 3BT. Website: Telephone: 0370 000 2288.

As The Trust employs web based applications such as IAM 365 Cloud Service and the school websites can be accessed globally, it may be possible that personal details are transferred outside the Economic European Area (EEA). The Trust will take reasonable steps to ensure compliance by the Data Processor by way of vetting at initial contract stage and random checks throughout the contract period.

We may also use your data to complete employment references on your behalf.

We will not give information about you to anyone outside the Beckfoot Trust without your consent unless the law and our rules allow us to.

If you want to see a copy of the information that we hold and/or share, please put your request in writing to the school Headteacher or school HR Office.

Please complete the slip on the front of this letter to confirm you consent to your information being used as outlined above. **If for any reason you do not wish to give consent, please contact Georgina Dyson – Associate Director of Human Resources.**

Yours faithfully

The Beckfoot Trust