

## Beckfoot Trust Workforce Privacy Notice

We collect and use personal data relating to employees and other individuals engaged in work for the Trust under the principles of the General Data Protection Regulations (GDPR).

Beckfoot Trust is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed. Each school has a GDPR lead who acts as a representative for the school with regard to its data controller responsibilities.

In some cases, your data will be outsourced to a third-party processor; however, this will only be done with your consent, unless the law or our policies requires the Trust to share your data. Where the Trust outsources data to a third-party processor, Beckfoot Trust has sought assurances from the processor to ensure they process data in line with the GDPR and the privacy rights of individuals.

The Associate Director, Risk and Compliance is the Data Protection Officer (DPO). The DPO role is to oversee and monitor the Trust's data protection procedures, and to ensure they are compliant with the GDPR. The DPO can be contacted on 01274 771444 or by email to [compliance@beckfoot.org](mailto:compliance@beckfoot.org).

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

- Personal information (such as name, address, employee or teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Employment terms and conditions and contract information (such as start dates, hours worked, post, roles, benefits, absence, holidays, and salary information)
- Emergency contact details
- Details of any known disability or medical condition
- Education and qualifications
- Recruitment information, including copies of right to work documentation, references and other information included in a CV, cover letter or as part of the application process
- Outcome of disciplinary or grievance procedures
- Performance and appraisal data
- Work experience
- Accident information
- Training information
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Payroll information

- Photographs and video
- CCTV images captured in school
- Use of internet and ICT resources on school services and devices
- Biometric data in some settings (for cashless catering)

### **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 (including, but not limited to, internal management planning and forecasting, and statistical analysis such as diversity or gender pay gap analysis as required by law)
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Enable us to carry out specific functions for which we are responsible
- Ensure the safeguarding of students and staff and comply with relevant legislation
- Ensure we comply with relevant legislation e.g. Health and Safety at Work Act
- To operate school systems e.g. cashless catering/security systems e.g. door entry systems and swipe-cards
- Supporting the work of the School Teacher Review Body and the School Support Staff Negotiating Body
- Enable us to deal with any disciplinary action and grievances
- Share news about our work and promote our services
- Assess the quality of our service
- Fulfil our contractual obligations

### **The lawful basis on which we process this information**

To conform with GDPR, any information the Trust processes fulfils one of the following requirements from Article 6 of the GDPR:

- Legal Obligation
- Public Interest
- Vital interest of the data subject, or another person
- Contractual Obligation

We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy Funding Agreement and Articles of Association
- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

Where we process special categories of personal data, we do so under obligations covered in Article 9 of GDPR:

2(b) - processing is necessary for the purposes of carrying out the obligations and employment

2(g) – the processing is necessary for reasons of substantial public interest.

Where the above do not apply the academy will seek consent for specific purposes in line with Article 6.1.a. This will be done in writing and will clearly define the uses of personal information and ask for consent for each and every use.

### **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**

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

### **Who we share this information with**

We routinely share this information with:

- Our Local Authority
- The Department for Education (DfE)
- Trust staff
- The pupil's family and representatives
- Parents or carers of Trust school students
- Educators and examining bodies
- Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations

- Media publications
- Police forces, courts, tribunals

### **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.

### **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 educational attainment.

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

### **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 your school GDPR Lead.

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

### **Complaints and Concerns**

If you would like to discuss anything on this Privacy Notice or are, unhappy with the way your request for information has been dealt with or you think your data has been misused or not held securely, please contact,

Associate Director, Compliance and Risk

Tel: 01274 771444

Email: [compliance@beckfoot.org](mailto:compliance@beckfoot.org)

If you are unhappy with the outcome of your query or complaint, you can escalate your complaint please contact the Information Commissioner's Office (ICO). ICO helpline, Telephone: 0303 123 1113 <https://ico.org.uk/concerns/>