

CAMBRIAN

Nurturing Growth - Inspiring Minds



Privacy Notice for Staff

V4.5

This document applies to all academies and operations of Cambrian Learning Trust.

www.cambrianlearningtrust.org

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Who we are

For the purposes of Data Protection legislation, the Cambrian Learning Trust ('The Trust') is the Data Controller. This means it is in charge of personal data about you.

Contact detail and postal address for the Trust can be found on the [website](#).

The Trust's Data Protection Officer is: The Operations Manager (see 'contact us' below)

In this policy 'we and 'us' means the Trust.

Legislation and guidance

The Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work for us, or those otherwise contracted to work for us. 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"; and
- The Childcare (Disqualification) Regulations 2009.

The personal data we hold and how we use your information

We process personal data for employment purposes to assist in the running of the Trust and to enable individuals to be paid.

This personal data includes identifiers such as:

- Personal information; such as name, employee or teacher number, national insurance number;
- Sensitive personal data; such as ethnic group, medical information and trade union membership (if you choose to supply this information to us);

- Contract information; such as start dates, hours worked, post, roles and salary information, contract type and information about any benefits you receive;
- Education and work history; including qualifications (and, where relevant, subjects taught), experience and employment history and references received;
- Work absence information; such as number of absences and reasons.
- Emergency contact details; spouse/ partner details.

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Our legal basis for using this data

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract, including:
 - Contractual requirements;
 - Employment checks, e.g. right to work in the UK;
 - Enable staff to be paid;
 - Legislative compliance;
 - HR administration and processes; and
 - Safer recruitment requirements.
- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm; and
- The processing is necessary for the performance of our education function which is a function in the public interest.

Collecting this information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information within, in accordance with our Data Retention Policy.

The Data Retention Policy is available on the school website and the CLT website.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

Where we share information with a third party we will ensure that they are GDPR-compliant and will only use the data provided as directed by the Trust.

We are required, by law, to pass on some of the personal data which we collect to:

- The relevant local Council in the areas we operate; and
- The Department for Education (DfE).

The collection of this information will benefit both national and local users by:

- Improving the management of workforce data across the sector;
- Enabling development of a comprehensive picture of the workforce and how it is deployed;
- Informing the development of recruitment and retention policies;
- Allowing better financial modelling and planning;
- Enabling ethnicity and disability monitoring; and
- Supporting the work of Teachers' Review Bodies

If you require more information about how the local authority and / or DfE store and use your personal data please visit: <https://www.oxfordshire.gov.uk/> and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

- We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.
- We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.
- We disclose details about any court orders such as Attachment of Earnings or Child Support Deductions to our payroll provider in conjunction with our legal obligation to facilitate deductions from salary payments.
- We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make student loan or national insurance contributions.
- Where you have decided to become part of a salary sacrifice scheme such as that for childcare vouchers or cycle-to-work scheme, we share your details with the provider to the extent necessary for them to provide the vouchers to you.
- We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.
- We share your details with health organisations in order to complete pre-employment checks and to support you within work.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm; and
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

Biometric Systems

Where a school operates a biometric system for staff identification (where used, these are usually fingerprint-based systems found in catering and library applications, but can include door entry and other systems) then the school will require explicit written consent from each intended user.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Policy which can be found on our website.

Your rights regarding your data

You have the right to:

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability; and
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please refer to the Subject Access Request procedure which can be found in our Data Protection Policy on the CLT website.

More information about your rights is available in our Data Protection Policy.

Complaints

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer (contact details can be found below). If you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

- Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Call 0303 123 1113 or 01625 545 745 if you prefer to use a national rate number

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **Data Protection Officer**:

- Trust Office, c/o Faringdon Community College, Fernham Road, Faringdon, SN7 7LB
- Email: queries@cambrianlt.org

Declaration

I (name) _____ declare that I understand that:

- The Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements;
- There may be significant consequences if I fail to provide the personal data required by the Trust;
- The Trust may share my data with the DfE and the relevant local authority;
- The Trust will not share my data with third parties without my consent, unless the law requires it;
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties;
- My data is retained in line with Trust's Data Retention Policy;
- My rights to the processing of my personal data

Name of employee:

Signature of employee:

Date:

Central Team Staff and employees of Faringdon Community College should return their signed declaration forms to the Trust Office. Primary School employees should return their signed declaration forms to your school office.