Inspire Partnership

Inspire Partnership Academy Trust

FOREST ACADEMY

Privacy Notice Policy - Staff and Volunteers

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1. Privacy notice - How do we use school staff information?

1.1. Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

1.2. This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

1.3. We, Forest Academy, are the 'data controller' for the purposes of data protection law.

1.4. Our data protection officer is DPOCentre (see 'Contact us' below).

2. The personal data we hold

2.1. We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

2.1.1. Personal information such as name, contact details, date of birth, marital status, employee or teacher number

2.1.2. Special categories of data including characteristics information such as gender, age, ethnic group, union membership

2.1.3. Next of kin and emergency contact numbers

2.1.4. Salary, annual leave, pension and benefits information

2.1.5. Bank account details, payroll records, National Insurance number and tax status information

2.1.6. Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process

2.1.7. Qualifications and employment records, including work history, job titles, contract information, working hours, training records and professional memberships

2.1.8. Performance information

2.1.9. Outcomes of any disciplinary and/or grievance procedures

2.1.10. Absence data

2.1.11. Copy of driving license

2.1.12. Photographs

2.1.13. CCTV footage

2.1.14. Data about your use of the school's information and communications system

2.2. We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

2.2.1. Race, ethnicity, religious beliefs, sexual orientation and political opinions

2.2.2. Trade union membership

2.2.3. Health, including any medical conditions, and sickness records

3.Why we use this data

3.1. The purpose of processing this data is to help us run the school, including to:

3.1.1. Enable you to be paid

3.1.2. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

3.1.3. Support effective performance management

3.1.4. Inform our recruitment and retention policies

3.1.5. Allow better financial modeling and planning

3.1.6. Enable ethnicity and disability monitoring

3.1.7. Improve the management of workforce data across the sector

3.1.8. Support the work of the School Teachers' Review Body

3.2. Our lawful basis for using this data

3.2.1. We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

3.2.1.1. Fulfill a contract we have entered into with you

3.2.1.2. Comply with a legal obligation

3.2.2. Carry out a task in the public interest

3.2.3. Less commonly, we may also use personal information about you where:

3.2.3.1. You have given us consent to use it in a certain way

3.2.3.2. We need to protect your vital interests (or someone else's interests)

3.2.4. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so

3.2.5. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

4. Collecting this information

4.1.1. While the majority of information we collect from you is mandatory, e.g. on application forms, bank mandates, there is some information that you can choose whether or not to provide to us.

4.1.2. 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.

4.2. How we store this data

4.2.1. 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

4.2.2. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our record retention schedule, which is linked here.

5. Data sharing

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

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

5.2.1. Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and [maintained schools only] information about headteacher performance and staff dismissals. We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

5.2.2. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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

5.3. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

5.4. Other examples, where we may share data include:

5.4.1. The Department for Education

5.4.2. Arbor - School MIS system

5.4.3. HR and payroll systems - Juniper

5.4.4. The National College - Online CPD

5.4.5. CPOMs - Safeguarding information and records

5.4.6. Educational platforms including

5.4.6.1. Google Workspace for Education

5.4.6.2. TEP - staff survey

5.4.6.3. Purple Mash

5.4.6.4. Canva

5.4.7. Your family or representatives

5.4.8. Our regulator - Ofsted

5.4.9. Financial organisations

5.4.10. Our auditors

5.4.11. Trade unions and associations

5.4.12. Health authorities

5.4.13. Health and social welfare organisations

5.4.14. Professional advisers and consultants

5.4.15. Police forces, courts, tribunals

6. Data collection requirements

6.1. 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

6.2. 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.

6.3. 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:

6.3.1. conducting research or analysis

6.3.2. producing statistics

6.3.3. providing information, advice or guidance

6.4. 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:

6.4.1. who is requesting the data

6.4.2. the purpose for which it is required

6.4.3. the level and sensitivity of data requested; and

6.4.4. the arrangements in place to securely store and handle the data

6.5. 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.

6.6. 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

6.7. To contact the department: https://www.gov.uk/contact-dfe

7. Requesting access to your personal data

7.1. Under UK GDPR, DPA 2018 and EU GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the data protection officer.

7.2. You also have the right to:

7.2.1. object to processing of personal data that is likely to cause, or is causing, damage or distress

7.2.2. prevent processing for the purpose of direct marketing

7.2.3. object to decisions being taken by automated means

7.2.4. in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and

7.2.5. claim compensation for damages caused by a breach of the Data Protection regulations

7.3. 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/

8. Contact us

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

8.2. the school office on 02032607500 and at admin@inspirefoxfield.co.uk

8.3. the DPO Centre through the school office or at 50 Liverpool Street, London EC2M 7PY

8.4. We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.