



Privacy Notice for Staff

Last reviewed: May 2018

This document has been prepared in accordance with the Data Protection Act 2018, the General Data Protection Regulation and other related legislation, and applies to all members of the workforce of the Vale Academy Trust.

www.vale-academy.org

Document Control			
Review period	24 Months	Next review	May 2020
Owner	Data Protection Officer	Approver	Board of Directors
Category	Public	Type	Global

Privacy Notice for Staff (all of the workforce)

IMPORTANT

Every member of staff is required to complete a declaration showing that they have read and understood this Privacy Notice. The easiest way to do this is with the online form (takes just a minute to complete), the link to which is on the last page of this document.

Who we are

For the purposes of data protection legislation, the Vale Academy Trust (“the Trust”) is the Data Controller. This means it is in charge of personal data about you.

In this privacy notice ‘we’, ‘us’ and ‘our’ means the Trust.

Contact details and postal address for the Trust can be found on the Trust website: www.vale-academy.org

The Data Protection Officer for the Trust is Victoria Roberts. She can be contacted on: 01235 754070 or InformationTeam@vale-academy.org

The categories of information that we process include:

- Personal information, such as name, employee or teacher number, national insurance number
- Characteristics information, such as gender, age, ethnic group
- Contract information, such as start date, hours worked, post, roles and salary information
- Work absence information, such as number of absences and reasons
- Qualifications and, where relevant, subjects taught
- Payroll information, including bank account details
- Sensitive information, i.e. special category personal data, such as medical information, ethnic group and trade union membership, if you choose to supply it

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.

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

- The processing is necessary for the performance of your employment contract and, in the case of special category personal data, i.e. sensitive information, processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- In the case of special category personal data, the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function, which is a function in the public interest.

How we collect workforce 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.

We also collect information from a previous employer or educational establishment. You will

know about this because you will have supplied us with the relevant contact details.

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.

Local Authority

We are required to share information about our workforce members with our local authority (LA) under [section 5 of the Education \(Supply of Information about the School Workforce\) \(No 2\) \(England\) Regulations 2007 and amendments](#).

If you require more information about how the local authority stores and uses your personal data please visit: www.oxfordshire.gov.uk/

Department for Education (DfE)

The DfE collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under [section 5 of the Education \(Supply of Information about the School Workforce\) \(No 2\) \(England\) Regulations 2007 and amendments](#).

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

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

Disclosure and Barring Service (DBS)

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.

Payroll and HMRC

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid. We also share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Salary Sacrifice Scheme

Where you have decided to become part of a salary sacrifice scheme, such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. <https://www.kiddivouchers.com/>

Pension

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.

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

For ordinary personal data uses:

- 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.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.
- We collect your consent

For Special Category Personal Data (i.e., sensitive personal information) uses:

- The disclosure is necessary for safeguarding purposes, i.e. to protect pupils from harm, and is therefore in the substantial public interest.
- The disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful (but you are not required to provide information for that purpose if you do not want to)
- We collect your explicit consent

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.

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 Records Retention Policy which can be found on our website: www.vale-academy.org

Your rights

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
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information we hold about you, please refer to the Subject Access procedure which is detailed in our Data Protection Policy on our website: www.vale-academy.org

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 above under 'Who we are'). If you are not happy with the outcome you can raise a complaint with the Information Commissioner's Office: Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Please complete the declaration on the next page

Privacy Notice for Staff - Declaration

Every member of the workforce in the Vale Academy Trust is required to complete a declaration showing that they have read and understood this Privacy Notice. The easiest way to do this is with the online form (takes just a minute to complete):

[CLICK HERE FOR THE ONLINE FORM](#)

If for any reason you are unable to use the online form, you should instead complete the paper form below. School-based staff should return the completed page to their school office. Other staff should return it to the Trust's HR Director at the central office.

I confirm that I have read the Data Protection Privacy Notice for Staff, and declare that I understand:

- the nature and personal categories of my personal data and where it comes from;
- my rights regarding the processing of my personal data;
- that there is a lawful basis for the Trust's processing of my personal data;
- that there may be significant consequences if I fail to provide the personal data required by the Trust;
- that the Trust may share my personal data with the DfE and the relevant local authority;
- that the Trust will not share my personal data with third parties without my consent, unless the law requires it;
- that my personal data is retained in line with the Trust's Records Retention Policy.

Name of employee (CAPS): _____

Signature of employee: _____

Name of School or Central Office: _____

Date: _____