Unity Schools Trust

Privacy Notice - Workforce

Who we are
The Unity Schools Trust is a multi-academy trust and is the employer of any staff within the Trust. For the purposes of data protection legislation, Unity Schools Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:
Unity Schools Trust
Thorpe Road
Staines upon Thames TW18 3HJ

The Trust's Data Protection Officer can be contacted via dataprotection@unityschoolstrust.co.uk

In this policy 'we' and 'us' means Unity Schools Trust.

The categories of school information that we process include:

i. Personal information (such as name, address, employee or teacher number, national number)
ii. Characteristics information (such as gender, age, ethnic group)
iii. Contract information (such as start date, hours worked, post roles and salary information)
iv. Work absence information (such as number of absences and reasons)
v. Qualifications (and, where relevant, subjects taught)
vi. Payroll information (including bank details)
vii. Sensitive information (special category personal date), medical information, ethic group and trade union membership if you supply it.

How we use your information
We process personal data relating to those we employ to work at, or otherwise engage to work at, schools and centrally within our Trust. This is for employment purposes to assist in the running of the school and Trust, enabling individuals to be paid.

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

i. 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.
ii. 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.
iii. In the case of special category personal data, the processing is necessary for a safeguarding purpose i.e. to protect students from harm. This is in the substantial public interest.
iv. 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 for 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.

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

i. Our local authority
ii. The Department for Education (DfE)

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.

Department for Education
The Department for Education) (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 Department for Education (DfE) for the purpose of those data collections.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of information about the School Workforce) [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.

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 you relating to processes which support employment to our HR advisers and insurance/medical provider for the purposes of HR management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

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 relevant scheme 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.

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

For ordinary personal data uses:

i. The disclosure is necessary for the performance of your employment contract
ii. The disclosure is necessary for the performance of a legal obligation to which the Trust is subject
iii. The disclosure is necessary for the performance of our education function which is a function in the public interest
iv. We collect your consent

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

i. The disclosure is necessary for the safeguarding purposes, i.e. to protect students from harm and is therefore in the substantial public interest
ii. 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
iii. 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)
iv. We collect your explicit consent

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. We follow the retention guidelines set out by "Information and Records Management Society Retention Guidelines for Schools". More details on the retention guidelines that we use can be found on www.irms.org.uk.

Your rights
You have the right to:

i. Ask for access to your personal information
ii. Ask for rectification of the information we hold about you
iii. Ask for the erasure of information about you
iv. Ask for our processing of your personal information to be restricted
v. Data portability
vi. 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 contact the Data Protection Officer at dataprotection@unityschoolstrust.co.uk

More information about your rights is available in our Data Protection and Freedom of Rights Policy on the website of individual schools within the Trust or the Unity Schools website.

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 and 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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Declaration

i. I agree that I have read and understood the Privacy Notice – Unity Schools Trust Workforce.
ii. I understand that if I have any questions about the Data Protection and Freedom of Rights Policy, I can email the the Data Protection Officer at dataprotection@unityschoolstrust.co.uk.
iii. I understand that I have the right to request a copy of the information that is held on me, which should be addressed to the Data Protection Officer.
iv. I understand that if at any time I am not happy with how my personal information is processed, then I can raise the issue with the Data Protection Officer and if I am not happy with the outcome I may raise a complaint with the Information Commissioner's Office (address and telephone details have been provided in the Privacy Notice – Unity Schools Trust Workforce).

Name: _____

Signature: _____

Role: _____

Date: _____

Please return this page to the Head's PA (or for central services staff to the CEO's EPA) and keep the Privacy Notice – Unity Schools Trust Workforce for your reference.