
Derby Diocesan Academy Trust

PRIVACY NOTICE FOR STAFF

Derby Diocesan Academy Trust ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how the Trust uses any personal data held 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.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage ("employees"), to work at our Trust.

1 OUR DETAILS

We are: Derby Diocesan Academy Trust
Address: Deepdale Business Park, Ashford Road, Bakewell, DE45 1GT
Web site: www.ddat.org.uk
ICO Registration Number: ZA102461
Data Protection Officer: Jason Hampton
Contact Email: ddatadmin@ddat.org.uk

2 WHO PROCESSES YOUR INFORMATION

Derby Diocesan Academy Trust is the data controller for the purposes of the Data Protection Act 2018 and the UK General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

3 WHY WE COLLECT DATA

We collect and hold personal information relating to our employees. We may share personal data with other agencies as necessary under our legal duties or otherwise in accordance with our duties and obligations as a Trust. Whilst the majority of personal data we are provided with or collect is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We will collect and process personal data to:

- **Assist with the continuing development of our recruitment and retention policies and practices:** to enable us to improve our recruitment and retention policies and practices, we will process personal data of those currently employed by the Trust.
- **Enable individuals to be paid:** to assist in the running of the Trust and to enable individuals to be paid, we will process personal data of those employed to teach or otherwise engaged to work at the Trust.
- **Assist with safe recruitment:** as part of our safeguarding obligations towards pupils.
- **Contact you or others known to you:** to contact you directly when you are not on the premises or contact others known to you (where you have provided their information) in cases where it would be reasonable for us to contact that individual.

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- **Develop our understanding of our workforce and how employees are deployed:** to help us create a fully informed, comprehensive picture of the make-up of our workforce and how each employee is utilised as a member of our workforce, we will process personal data of those employed to teach or otherwise engaged to work at the Trust.
 - **Monitor equal opportunities.**
 - **Support effective performance management.**
 - **Meet legal and audit requirements:** including statutory returns and payment of expenses.

4 LEGAL BASIS FOR PROCESSING

We collect and use personal information from you in order to meet and discharge our contractual obligations and statutory duties as your employer. The Trust will process your information in accordance with Data Protection Law (the UK General Data Protection Regulation and the UK Data Protection Act 2018 and any other applicable law) and its own Data Protection Policy.

The legal basis for the use of your personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties as your employer
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a Trust
- To meet our contractual obligations in relation to your statement of employment contract with us or in order to take steps at your request prior to entering into a contract
- To protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data, for example providing data to pensions providers or third party health and wellbeing providers.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data. Where the Trust processes sensitive personal data, one of the following conditions of processing under Article 9 of the UK GDPR will also apply:

- Processing is necessary to carry out obligations in the field of education
- It is protecting someone's vital interest
- It is necessary for reasons of substantial public interest, including the safeguarding of children and individuals at risk; the prevention of fraud; and preventing or detecting unlawful acts
- It is used for the purpose of preventive or occupational medicine
- Processing is carried out in the course of legitimate activities with appropriate safeguards
- Processing relates to personal data manifestly made public by the data subject
- It is necessary for the establishment, exercise or defence of legal claims.

Further Personal Data including special categories of Personal Data may be collected and/or processed where consent has been given. If consent is the only legal basis for processing and has been given then this may be revoked in which case the Personal Data will no longer be collected/processed.

5 CATEGORIES OF INFORMATION WE COLLECT

We may collect and process the following types of personal data (please note this list does not include every type of personal data and may be updated from time to time):

- Personal information (such as name, employee or teacher number, date of birth, national insurance number)
- Contract information (such as start dates, hours worked, post, roles and salary information, pension and benefits information)
- Work absence information (such as number of absences and reasons)
- Qualifications and employment records including work history, job titles, training records and professional memberships (and, where relevant, subjects taught)
- Recruitment information, including information included in a CV, job application or cover letter, and right to work documents
- Medical information (such as food allergies or medication needed in an emergency)
- Contact and next of kin information (such as telephone numbers of contacts that an employee would want the Trust to contact in an emergency)
- Address information (such as the known contact address for correspondence)
- Payroll information (such as bank account numbers for payment transfers, National Insurance number and tax status information)
- CCTV images that have been captured, to keep our premises safe and secure for all users.

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data where this is necessary for your employment or other engagement to work for us. This includes information about (where applicable):

- Race or ethnic origin (usually anonymously).
- Religious beliefs.
- Sexual orientation (for example as part of an investigation into complaints, made by you or others, into matters such as discrimination, etc).
- Trade union membership and political opinions, where applicable and not as a matter of course.
- Health, including any medical conditions, and sickness records.
- Data relating to criminal convictions or offences or related security measures (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations).

We have CCTV and camera recordings on site for security purposes (please refer to our separate 'Privacy Notice CCTV'). In addition, external calls to and from some school switchboards within the Trust are automatically recorded. Where this takes place, the caller is notified. Recordings are only accessed for crime prevention, security or training purposes, or in the event of a safeguarding concern or complaint.

6 WHO WILL HAVE ACCESS TO YOUR DATA

We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so. Personal information will be accessible by members of staff. Where necessary, volunteers, trustees/ directors and governors will also have access to personal information. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- The Local Authority to meet our legal obligations to share certain information with it, such as safeguarding concerns. We will also share data with the Local Authority to support teaching and learning
- The Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments. All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#)
- Your family and representatives
- Educators and examining bodies
- Regulators, such as Ofsted
- Suppliers, service and software providers to enable them to provide the service we have contracted them for, such as payroll
- Professional advisors and consultants so that they can provide the services we have contracted them for, such as employee wellbeing
- Providers of the Trust's software systems, such as information management, data analytic and safeguarding systems
- Police forces, courts, tribunals and security organisations to meet our legal duties to share certain information, such as concerns about safety and safeguarding
- An independent reviewer where a complaint has been made by a parent
- Health and social welfare organisations to protect the rights, property, or safety of the Trust, the school, other pupils or individuals. This may include 'Stopping Domestic Abuse Together' a multi-agency initiative operated by Derby & Derbyshire Safeguarding Children Partnership
- Trade unions and associations
- Employment and recruitment agencies
- Charities and voluntary organisations
- Trust auditors

This list is not exhaustive. Third party suppliers will process data on our behalf. We investigate these third party suppliers to ensure their compliance with relevant data protection laws and specify their obligations in written contracts.

7 HOW DATA WILL BE PROCESSED

Personal data may be processed in a variety of ways; this will include but is not limited to:

- Maintaining written records for employment purposes
- Medical or allergy information displays
- Identification
- Sending by e-mail
- Adding to spreadsheets, word documents or similar for the purposes of assessing personal data.

8 WHERE WE STORE DATA AND HOW WE KEEP DATA SECURE

Paper copies of personal data are kept securely at the Trust and its schools; for example, in secure filing cabinets. Electronic copies of personal data are kept securely, and information will only be processed where we are satisfied that it is reasonably secure.

All information you provide to us is stored on secure servers. Where we have given you (or where you have chosen) a password which enables you to access certain parts of our website, you are responsible for keeping this password confidential. You must not share your password with anyone.

When giving personal data to third parties (for example, software providers) it is possible that this personal data could be stored in a location outside of the UK. We will take all steps reasonably necessary to ensure that your personal data is treated securely and in accordance with this privacy notice. In particular, any transfer of your personal data and/or special category personal data made by us to a location outside of the UK that does not provide adequate protection will be governed by clauses in a written contract in order to keep these secure.

9 RETENTION PERIODS

We will only retain personal data for as long as is necessary to achieve the purposes for which they were originally collected. Once your employment with us has ended, we will delete information in accordance with the Trust's Data Retention Policy. Once the retention period concludes the data is securely and safely destroyed or deleted.

10 YOUR DATA RIGHTS

The UK General Data Protection Regulation and associated law gives you rights in relation to personal data held about you and your child. These are:

- **Right to be informed:** you have the right to be informed about the collection and use of your data. This notice contains information in relation to the collection of your personal data, however, if we collect additional data for other purposes, we will inform you about this.
- **Right of Access:** if your personal data is held by the Trust, you are entitled to access your personal data (unless an exception applies) by submitting a written request. We will aim respond to that request within one month. If responding to your request will take longer than a month, or we consider that an exception applies, then we will let you know.
- **Right of Rectification:** you have the right to require us to rectify any inaccurate personal data we hold about you. You also have the right to have incomplete personal data we hold

about you completed. If you have any concerns about the accuracy of personal data that we hold then please contact us.

- **Right to Restriction:** you have the right to restrict the manner in which we can process personal data where:
 - the accuracy of the personal data is being contested by you;
 - the processing of your personal data is unlawful, but you do not want the relevant personal data to be erased; or
 - we no longer need to process your personal data for the agreed purposes, but you want to preserve your personal data for the establishment, exercise or defence of legal claims.

Where any exercise by you of your right to restriction determines that our processing of particular personal data are to be restricted, we will then only process the relevant personal data in accordance with your consent and, in addition, for storage purposes and for the purpose of legal claims.

- **Right to Erasure:** you have the right to require we erase your personal data which we are processing where one of the following grounds applies:
 - the processing is no longer necessary in relation to the purposes for which your personal data were collected or otherwise processed;
 - our processing of your personal data is based on your consent, you have subsequently withdrawn that consent and there is no other legal ground we can use to process your personal data;
 - the personal data have been unlawfully processed; and
 - the erasure is required for compliance with a law to which we are subject.
- **Right to Data Portability:** you have the right to receive your personal data in a format that can be transferred. We will normally supply personal data in the form of e-mails or other mainstream software files. If you want to receive your personal data which you have provided to us in a structured, commonly used and machine-readable format, please contact us via the details in Section 1 of this Notice.
- **Right to object:** you have the right to object to the processing of your personal data where one of the following grounds apply:
 - the processing is based on legitimate interests or the performance of a task in the public interest;
 - the processing is for direct marketing; or
 - the processing is for the purposes of scientific/ historical research and statistics.

You can find out more about the way these rights work from the website of the Information Commissioner's Office (ICO).

11 REQUESTING YOUR DATA

Where the Trust holds personal data concerning you, you are entitled to access that personal data and the following information (unless an exception applies):

- A copy of the personal data we hold concerning you, provided by the Trust
- Details of why we hold that personal data
- Details of the categories of that personal data
- Details of the envisaged period for which that personal data will be stored, if possible
- Information as to the source of personal data where that personal data was not collected from you personally.

If you want to receive a copy of the information that we hold, please contact us via the details in Section 1 of this Notice.

12 MAKING A COMPLAINT

If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the ICO, the supervisory authority for data protection issues in England and Wales. We would recommend that you complain to us in the first instance, but if you wish to contact the ICO on the details you can do so on the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns
ICO Helpline: 0303 123 1113
ICO Email: casework@ico.org.uk
ICO Postal Address: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

13 CHANGES TO THIS NOTICE

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 3rd September 2021.

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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