

Privacy notice (how we process information for our organisations workforce)

Abbey College is the employer for all staff within the college. For the purposes of Data Protection legislation, Abbey College is classed as a 'Data Controller' under the UK General Data Protection Regulation (UKGDPR). The College is registered with the Information Commissioner's Office and follows the principles of the UKGDPR.

In this policy 'we' and 'us' means Abbey College. We take the privacy of our staff seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

1. Keep us up to date

It is important that you let us know if there are any changes to your situation or personal details. This is so that we can manage your data and communicate with you safely and quickly. Please let us know straight away if any of the following change:

- Your name
- Address
- Phone number (including mobile)
- Personal email address
- Emergency Contact details

We will contact you (and your emergency contacts) using the most recent address, email or phone number you have given us.

If you do not tell us promptly about a change in your details, you may not receive information that could be important – or it could fall into the wrong hands. We will communicate with you using your work e-mail address in the first instance, however if you are not at work for a period of time and you have provided a personal e-mail address, we will use this for important messages that relate to you.

2. The categories of information that we collect, hold and share include:

The categories of staff and volunteer information that we collect, process, hold and share include, but is not limited to, the following:

- Personal information (such as name, gender, date of birth, address, employee or teacher number, national insurance number, next of kin details)
- 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)
- Recruitment information (such as copies of right to work documentation, references and application forms)
- Payroll information (including bank account details)
- Images of staff through photographs
- Images of staff through CCTV at various locations around the site

We may also collect, store and use information about you that falls into "special categories" defined under UKGDPR. This is a sub-category of personal data that requires heightened protection measures due to its sensitive and personal nature. This includes the following (where applicable):

- personal data revealing racial or ethnic origin
- personal data revealing political opinions
- personal data revealing religious or philosophical beliefs
- personal data revealing trade union membership
- genetic data
- biometric data (where used for identification purposes)
- data concerning health (including but not limited to medical conditions, medication, special needs, disabilities, allergies, dietary conditions)
- data concerning a person's sex life
- data concerning a person's sexual orientation

3. How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at the College.

We process personal data relating to those who volunteer, or otherwise engage in a volunteering capacity, within our College. This is necessary to adhere to Department for Education's statutory guidance on Keeping Children Safe in Education.

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. We collect staff data to:

- enable individuals to be paid
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- improving the management of workforce data across the sector
- allow better financial modelling and planning
- enable monitoring of success rates among those with protected characteristics to ensure they do not face discrimination. This includes gender, ethnicity and disability monitoring
- support the work of the School Teachers' Review Body
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- support effective performance management
- ensure the safety and welfare of our staff
- inform the development of programs for continuing professional development

- meet statutory reporting obligations
- support pension payments and calculations
- enable sickness monitoring; and
- enable leave payments (such as sick pay and maternity leave)

4. Legal Basis for collecting and processing staff information

Under the UK General Data Protection Regulation (UKGDPR), the legal basis we rely on for processing personal information for general purposes are:

- Article 6 – 1 (b) processing is necessary for the performance of your employment contract
- Article 6 – 1 (c) processing is necessary for compliance with a legal obligation to which the Academies Trust is subject, for example our legal duty to safeguard pupils
- Article 6 – 1 (d) processing is necessary in order to protect the vital interests of the data subject or of another natural person i.e. to protect pupils from harm
- Article 6 – 1 (e) processing is necessary for the performance of our education function which is a function in the public interest such as School Prospectus
- Article 9 – 2 (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes
- Article 9 – 2 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

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 College 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.

5. Who we share workforce information with

We are required to share information about our workforce members to both the Department for Education (DfE) and Local Authorities for the purpose of data collection and safeguarding under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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

For more information, please see 'How the Government uses your data' section.

In addition, we routinely share staff information with:

- Educators and examining bodies
- Office for Standards in Education (Ofsted)
- Suppliers and service providers
- Financial organisations
- Auditors
- Healthcare, social and welfare organisations
- Health authorities
- Security organisations
- Professional advisers and consultants
- Law enforcement agencies and bodies (including Courts and Tribunals)
- Employment and recruitment agencies
- Next of kin
- HM Revenue and Customs
- Pension Schemes – (including TPS, LGPS, and Aviva)
- The Disclosure and Barring Service
- Legal representatives
- Ombudsman and Regulatory bodies
- Trade Unions
- Benefit providers
- Payroll providers

With your explicit consent, we will share information with:

- Credit reference agencies;
- Mortgage providers, Housing Associations and landlords as part of any reference request

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

We treat all information we hold about you private and confidential to our organisation.

We will not reveal any personal details concerning you to anyone not connected with

Meridian Trust or listed below unless:

- You ask use to provide information, or we have your consent to do so
- We are required or permitted to do so by law
- It is required by law enforcement
- There is a duty to the public to reveal the information, e.g. regulatory bodies, tax authorities, the department for education or education funding agency.

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 the School Teachers' Review Body

If you require more information about how we, local authorities and the DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- Cambridgeshire County Council:
<https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing>
- Peterborough City Council:
<https://www.peterborough.gov.uk/council/council-data>
-

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 including your personal details and national insurance number, medical and absence information, salary and remuneration, and details of any HR processes you may be subject to, to our HR provider for the purposes of HR management.

We share your personal details, including contract details, and medical and absence information with our Occupational Health Provider for the purposes of sickness absence 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 childcare vouchers, 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.

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 Academy 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
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

Additional third-party disclosures can be found within our Data Protection Policy. We use a selection of cloud hosted solutions throughout the Trust to provide educational services. We only use providers who have a GDPR policy, have undertaken a self-certification process and are on the DfE's approved cloud services list. We will only use cloud services where we can be confident that our data is processed within the UK or EU and subject to the GDPR requirements. The latest version of the policy can be downloaded from our website – <https://www.cmatrust.co.uk/key-information/policies/>

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>

6. 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 – <https://www.abbeycollege.cambs.sch.uk/>

7. Your rights

Information about you will be held by us in both paper form and on our IT systems and will be kept in line with our retention procedures.

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, please contact the Data Protection Officer at Abbey College or by email dpo@cmatrust.net or write to Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ. We will need to see proof of identity to ensure we are not releasing data to the wrong person. There

may be a small administrative fee for this service – if so, we will make this clear.

You also have the right to:

- ask us to correct any information we have about you if you think it is wrong
- ask us to erase information about you (although we may have good reasons why we cannot do this)
- ask us to limit what we are doing with your information
- object to what we are doing with your information
- ask us to transfer your information to another organisation in a format that makes it easy for them to use

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance to the DPO via the contact details above. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

More information about your rights is available in our data protection policy which is available from our website – <https://www.abbeycollege.cambs.sch.uk/about-us/statutory-information>

A paper copy can also be requested from the HR representative in your organisation.

8. Automated Decision-Making Processes

We do not employ any automated decision-making processes within our trust. If we did, you would have the right to:

- Give written notice requiring us to not take any automated decision using your personal data
- Be informed of when an automated decision is taken
- Ask us to reconsider a decision taken by automated means

If, in the future, we move to using automated decision-making processes, we will notify you of this and of your rights under the regulations.

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)

9. Contact

There is more information in our Data Protection Policy which can be downloaded from our website – www.abbeycollege.cambs.sch.uk/

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer at Meridian Trust, by email dpo@cmatrust.net or write to:
Data Protection Officer, Meridian Trust, Meridian Trust Offices, Fen Lane, Sawtry, PE28 5TQ.

Last updated

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

This version was last updated March 2022.