Privacy Notice for Staff

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.
This privacy notice explains how we collect, store, and use personal data about individuals we employ, or otherwise engage to work at our schools.
We, TAMAT are the 'data controller' for the purposes of data protection law.
Our Data Protection Officer is Mrs Patton (see 'Contact us' below).

The personal data we hold
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 not restricted to:

- Contact details
- Date of birth, marital status, and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension, and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV cover letter or as part of the application process including information about criminal disclosures and from the Disclosure and Barring Service. Prior to making any criminal disclosure you may wish to seek independent legal advice or contact a relevant organisation e.g. NACRO or UNLOCKED.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data, medical information, sickness records and any occupational health referrals
- Copy of driving license
- Photographs
- Data about your use of the school's information and communication system

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):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Trade union membership

Why We Use this Data
The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our Lawful Basis for using this Data
We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered with you
- Comply with legal and safeguarding obligations
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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. 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 without your consent.

Collecting this information
While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. 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 for not complying), or whether you have a choice.

How we store this data
We create and maintain an employment file for each member of staff. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.
Once your employment with us has ended, we will retain this file and delete the information in accordance with our retention schedule as part of our Data Destruction Policy.

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

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education – to meet our legal obligations in relation to school workforce census
- Your family or representatives – to enable us to make contact in an emergency
- Educators and examining bodies – as part of safer recruitment
- Ofsed – only when it meets statutory regulation
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors – to meet our legal requirements to produce an annual set of financial statements
- Survey and research organisations – to allow us to gain vital stakeholders feedback
- Trade union associations – to make sure we are complying with the law and looking after our workforce
- Health authorities – to enable us to meet your health needs if required such as maternity rights and procedures
- Health and social welfare organisations
- Professional advisers and consultants – to enable us to quality assure your work on improving education for our children
- Charities and voluntary organisations – to enable us to work with bodies such as our PTAs
- Police forces, courts, tribunals – to meet our legal obligations
- Professional bodies – to enable us to gain access to high quality professional development

Transferring Data Internationally
We will comply with DUAA's updated rules on international data transfers, ensuring adequacy decisions or appropriate safeguards are in place before transferring data outside the UK.

Your Rights
How to access personal information we hold about you
Individuals have a right to make a '**Subject Access Request' (SAR)** to gain personal information that the school holds about them. Please refer to our SAR policy for more information.

If you make a SAR, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this. You will be given the opportunity to review and challenge this data.
- Give you a copy of the information in an intelligible form

All staff will be made aware that, under the Data Protection Act 2018, if an individual requests a SAR it is reasonable for the school to disclose information about them without their consent, provided the worker is:

- An employee of The Alliance Multi Academy Trust.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our Data Protection Officer.

Your other rights regarding your data
Under the DUAA, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if that would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted, or destroyed or restricted processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer

Complaints
We take any complaint about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing please raise this with us in the first instance.
To make a complaint, please contact our Data Protection Officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 1231113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

You may also seek independent legal advice in respect of pursuing judicial remedy or independently pursue judicial remedy without legal advice or representation.

Contact us
If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mrs Natasha Patton on dpo@tamat.org.uk

This notice is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in our schools.