**Workforce Privacy Notice**

**Policy Statement**

As the Tapscott Learning Trust, during an individual’s time with us, we will use information that we gather in relation to them for various purposes. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after they have left the school. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will hold about our workforce, why we process that data, who we share this information with, and the rights of individuals in  relation to their personal data processed by us.

**What information do we process in relation to our workforce?**

We will collect, hold, share or otherwise use the following information about our workforce:

● personal information (such as name, address, home and mobile numbers, personal  email address, employee or teacher number, national insurance number, and  emergency contact details)

● contract information (such as start dates, hours worked, post, roles and salary  information, bank/building society details)

● work absence information (such as number of absences and reasons (including  information regarding physical and/or mental health), holiday records)

● qualifications / training courses attended and, where relevant, subjects taught (such  as training record)

● performance information (such as appraisals and performance reviews, performance  measures including performance management/improvement plans, disciplinary or  grievance records)

● other information (such as pension arrangements (and all information included in  these necessary to administer them), time and attendance records, information in  applications made for other posts within the school, criminal records information  (including the results of Disclosure and Barring Service (DBS) checks), details in  references the school receives or provides to other organisations, CCTV footage and  images)

We will also use special categories of data including such as gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, political opinions, trade union  membership, information about health, genetic information and biometric data. These types of personal data are subject to additional requirements.

**Where do we get information from about our workforce?**

A lot of the information we have about our workforce comes from the individuals  themselves. However we may also obtain information from tax and regulatory authorities such as HMRC, previous employers, your trade union, the DBS, our insurance benefit  administrators, consultants and other professionals we may engage, recruitment or vetting  agencies, other members of staff, students or their parents, and publically available  resources including online sources. In addition we may obtain information from automated monitoring of our websites and other technical systems such as our computer  networks and systems, CCTV and access control systems, communications systems, remote  access systems, email and instant messaging systems, intranet and internet facilities,  telephones, voicemail and mobile phone records.

**Why do we use this information?**

We will process the personal data of our workforce for the following reasons: 1. Where we are required by law, including:

● To comply with the law regarding data sharing (see further below)

● To comply with specific employment law requirements, including our  obligations as an employer under employment protection and health and  safety legislation, and under statutory codes of practice such as those  issued by ACAS

● To comply with legal requirements in relation to equalities and non discrimination

2. Where we are required by any contract with our workforce, such as employment  contracts, including:

● To make payments to our workforce, such as salary payments

● To deduct tax and National Insurance contributions

● To make a decision about recruitment

● To check individuals are legally entitled to work in the UK

● Administering employment contracts

● Conducting performance reviews

● Making decisions about salary and compensation

● Liaising with pension providers

● Providing the following benefits:

3. Where the law otherwise allows us to process the personal data, or we are carrying out a task in the public interest, including:

● To enable the development of a comprehensive picture of the workforce  and how it is deployed

● To inform the development of recruitment and retention policies ● To safeguard our pupils and other individuals

● To ensure safe working practices

● In the interests of ensuring equal opportunities and treatment

4. Where we otherwise have the consent of the individual

Whilst the majority of processing of personal data of our workforce will not require consent, we will inform individuals if their consent is required and seek that consent  before any processing takes place.

**Why do we use special category personal data?**

We may process special category personal data of our workforce for the following reasons:

1. To carry out our legal obligations in relation to employment law, where this is in  accordance with our Data Protection Policy

2. Where the processing is necessary for reasons of substantial public interest,  including for purposes of equality of opportunity and treatment, where this is in  accordance with our Data Protection Policy.

3. For the purposes of preventative or occupational medicine in order to assess an  individual’s working capacity and/ or the need for reasonable adjustments.

4. Where we otherwise have an individual’s explicit written consent – subject to the  restriction set out above on the use of consent in an employment relationship.

There may also be circumstances where we need to use your information in relation to  legal claims, or to protect your vital interests and where you are unable to provide your  consent.

**Failure to provide this information**

If our workforce fail to provide information to us then this may result in us being unable to  perform the employment contract, or we may be prevented from complying with our legal  obligations.

**How long will we hold information in relation to our workforce?**

We will hold information relating to our workforce only for as long as necessary. How long  we need to hold on to any information will depend on the type of information.

**Who will we share information with about our workforce?**

We routinely share information about our workforce with:

● The Department for Education and the ESFA, in compliance with legal obligations  of the school to provide information about our workforce as part of statutory data  collections

● Contractors, such as payroll providers, to enable them to provide an effective  service to the school and government agencies such as HMRC and DWP regarding  tax payments and benefits

* Our professional advisors including legal and HR consultants

● Occupational Health Services, which enables us to support staff members where  any medical advice is required.

● United Kingdom Border Agency (UKBA) & UK Home Office, to ensure we meet UK  legal immigration requirements where the Trust may consider a Certificate of  Sponsorship (CoS).

The Department for Education may share information that we are required to provide to  them with other organisations. For further information about the Department’s data sharing process, please visit: https://www.gov.uk/data-protection-how-we-collect-and share-research-data

Contact details for the Department can be found at

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

**Requesting access to your personal data**

All of our workforce have the right to request access to personal data that we hold about  them. To make a request for access to their personal data, individuals should contact:  Your Head Teacher or Head of School

Please also refer to our Data Protection Policy for further details on making requests for  access to workforce information.

Individuals also have the right, in certain circumstances, to:

● Object to the processing of their personal data

● Have inaccurate or incomplete personal data about them rectified ● Restrict processing of their personal data

● Object to the making of decisions about them taken by automated means ● Have your data transferred to another organisation

● Claim compensation for damage caused by a breach of their data protection rights

If an individual want to exercise any of these rights then they should contact the Head Teacher or Head of  School. The law does not oblige the school to comply with all requests. If the school does  not intend to comply with the request then the individual will be notified of the reasons  why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask  that they contact our Data Protection Officer in the first instance. However an individual  can contact the Information Commissioner’s Office should they consider this to be  necessary, at https://ico.org.uk.

**Contact:** If you would like to discuss anything in this privacy notice, please contact the Head Teacher or Head of School

**Data Protection Officer – Shazidur Rahman, Lead Operations Manage, Kensington Primary School**