



## CHANCERY MULTI ACADEMY TRUST

### PRIVACY NOTICE

**Trust Workforce: those employed or otherwise engaged to work at an academy or the Trust**

Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy 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 within our trust.

We, Chancery Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Jenny Whiston (see 'Contact us' below).

#### **The categories of school information that we process**

We process data relating to those we employ, or otherwise engage, to work within our multi academy trust.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal contact information (such as name, title, addresses, telephone numbers, personal email address and NI number)
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact numbers
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Contract information (such as start date, hours worked, job titles)
- Location of employment or workplace
- Recruitment information including copies of right to work documentation, references and other information included in a CV or cover letter received as part of the application process
- Employment records including teacher reference numbers, employee number, work history, training records, qualification and professional memberships
- Work absence information (such as number of absences and reasons)
- Performance information
- Disciplinary and grievance information
- CCTV footage and other information obtained through electronic means such as the signing in 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):

- Information about your race, ethnicity, religious beliefs, sexual orientation, nationality and country of birth
- Trade union membership
- Information about your health, including medical conditions, and health and sickness record
- Information about criminal convictions and offences.

## **Why we collect and use workforce information**

The purpose of processing your personal data is to help us run the trust, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Allow better financial modelling and planning
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Making decisions about recruitment or appointment
- Determining the terms on which you work for us
- Checking that you are legally entitled to work in the UK
- Paying you and deducting tax, national insurance and pension contributions
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements
- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about continued employment or engagement
- Education, training and development requirements
- Dealing with legal disputes involving you and other employees, workers and contractors including accidents at work
- Ascertaining your fitness for work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To ensure that network and information security, including preventing unauthorised access to our computer and electronic communication systems and preventing malicious software distribution
- To conduct analytical studies to review and better understand employee retention and attrition rates
- Equal opportunities monitoring

The purpose of processing your personal data is to help us run the trust, including:

- We will use information relating to leave of absence, which includes sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about the physical and mental health, or disability status, to ensure that your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits
- We will use information about your race, nationality or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting
- We will use trade union membership information to pay trade union premiums register the status of a protected employee and to comply with employment law obligations.
- We envisage that we will not hold information on criminal convictions. We would only collect this data if it is appropriate given the nature of the role and where we are legally able to do so.

## **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 into with you
- Comply with a legal obligation

- 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 trust's use of your data.

### **Collecting workforce information**

We collect the majority of personal information from application forms and new starter/contract forms.

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 of not complying), or whether you have a choice.

### **Storing workforce information**

Personal data is stored in line with our data protection policy and data retention schedule.

Each school creates and maintains an employment file for each staff member. The information contained in this paper file is kept secure and is only used for purposes directly relevant to your employment.

Workforce information is held on the following electronic systems:

- Management Information System (SIMS)
- Budgeting software (BPS)
- Payroll software (Edupay)
- Parental communications software
- Educational visits (Evolve)
- Accident Reporting system
- Single Central Record

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule.

You can request a copy of our retention schedule or data protection policy from the school or trust office.

### **Who we share workforce information with**

Under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments, we routinely share information with:

- The Local Authority (LA) – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education (DfE) – to meet our requirements to complete various statutory data collections. All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

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

- Chancery Multi Academy Trust
- Your family or representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and Human Resources
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **Why we share workforce information**

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

### **Requesting access to your personal data**

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Data Protection Officer, Jenny Whiston, on [dpo@chancerytrust.co.uk](mailto:dpo@chancerytrust.co.uk).

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer, Jenny Whiston, on [dpo@chancerytrust.co.uk](mailto:dpo@chancerytrust.co.uk).

### **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 in October 2024.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Jenny Whiston, on [dpo@chancerytrust.co.uk](mailto:dpo@chancerytrust.co.uk).

### **How Government uses your data**

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website:

<https://www.gov.uk/government/publications/dfe-external-data-shares>

## How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- 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 for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

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

or

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>