

MARISH ACADEMY TRUST



PRIVACY NOTICE FOR SCHOOL WORKFORCE

HOW MARISH ACADEMY TRUST USE SCHOOL WORKFORCE INFORMATION

The categories of school workforce information that we collect, process, hold, and share include:

- personal information (such as name, address, telephone numbers, email address, employee or teacher number, national insurance number, bank account number and emergency contact information)
- special categories of personal data including; characteristics information (such as gender, age, ethnic group and religious belief), any health conditions you have that we need to be aware of, sickness records, photographs and CCTV images captured in school, trade union membership.
- pre-employment and safeguarding checks (such as “Right to Work in the UK” information, DBS and Children’s Barred List outcome information, pre-placement medical questionnaire outcome information, employment references, overseas check outcome information, and Teacher Status Check outcome information)
- contract information (such as start dates, hours worked, post, roles, salary(payroll/pension) information, and continuous service dates)
- work absence information (such as number and type of absences and reasons)
- performance management, grievance, and conduct or disciplinary information [where applicable]
- settlement agreements, COT3 agreements, and claims to an Employment Tribunal or Employment Appeal Tribunal [where applicable]
- qualifications (and, where relevant, subjects taught).

Why we collect and use this information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- manage recruitment processes and safer recruitment requirements
- enable individuals to be paid and receive pension at appropriate time
- manage work absence and other performance management and conduct or disciplinary related activities in accordance with the Marish Academy Trust’s policies and procedures

The lawful basis on which we process this information

We collect and use information under Article 6 and Article 9 of the GDPR, this enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate education provision or payment of the individual. Further information is available at <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Collecting this information

While the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. We hold school workforce data in line with our Data Retention Guidelines, which are available upon request. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

Who we share this information with

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- The Schools HR Co-operative
- Pupil Asset
- Medigold Health (Occupation Health Provider)
- Wellbeing Solutions Management (Counselling Service)
- Dataplan Education (Payroll Provider)

Why we share school workforce information

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

Local Authority

We are required to share information about our workforce members with our local authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

We are required to share information about our employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Schools HR Co-operative (“Schools HR”)

We share personal data, including special categories of personal data, with Schools HR for HR-related purposes, including:

- processing safer recruitment checks
- the administration of your employment contract (including calculation of continuous service dates for conditions of service and identifying long service award eligibility) enabling you to be paid, and for pension contributions to be made to a pension scheme [where applicable]
- enabling you to be paid, and for pension contributions to be made to a pension scheme [where applicable]
- supporting work absence policies and procedures (including sickness absences)
- managing your performance and conduct

- undertaking any grievance, disciplinary, or related investigations
- advising on, and responding to, employment-related matters (including settlement agreements, COT3 agreements, and claims in the Employment Tribunal and Employment Appeal Tribunal) [where applicable].

Pupil Asset

We share personal data, including special categories of personal data, with Pupil Asset database administration and technical support purposes, including:

- the administration of your workforce data
- ensuring you are paid the correct amount
- supporting the statutory return process (DfE censuses).

Medigold Health

We share personal data, including special categories of personal data, with Medigold Health for managing work absences and wellbeing support, including:

- assessing your fitness to work
- when required, referring you for an occupational health assessment or consultation
- supporting your attendance at work (including making any reasonable adjustments to support your return to work and/or ongoing attendance at work).

Wellbeing Solutions Management

We share personal data with Wellbeing Solutions to provide you with a confidential employee assistance programme (EAP), including:

- confirming your eligibility to access the EAP online portal and telephone helpline
- offering you confidential counselling and advice.

Please note: This service is confidential and Marish Academy Trust does not know which individual employees access this service and for what purpose or reason.

Data Plan Education

- enabling you to be paid, and for pension contributions to be made to a pension scheme [where applicable]
- supporting work absence policies and procedures (including sickness absences)

Data collection requirements

The Department for Education (DfE) collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the DfE, including the data that we share with them, visit <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE may share information about school employees with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE 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 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.

For more information about the DfE's data sharing process please visit:

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

To contact the DfE please visit:

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

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact our HR Team on hr@marishandwillow.co.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations.

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

Further information

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

Sophie Holmes our Data Protection Officer

sophie.holmes@marishandwillow.co.uk