

# Privacy Notice for Staff

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1.0	23 May 2018	N McDermott	First Published
2.0	18 Oct 2018	N McDermott	Second edition. Updated Categories of information (use of staff images / details on school websites in line with good practice guidance from DfE). Simplified section headers.
3.0	12 Mar 2020	N McDermott	Updated 2a to include reference to personal and work email address. Update references to 'school' to 'Trust.'
3.1	22 Oct 2020	N McDermott	Addition of S8, 10, 11 in line with DfE updates Sept 2020
3.2	03 Mar 2022	J Coundon	Added articles to lawful basis. Amendments to collecting workforce data, storing workforce data. Who we share information with, local authority, requesting access to personal data. Updated DPO contact details
3.3	June 2023	M Greener	Updated inline with guidance and legislation changes from the DPO

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## 1. Privacy Notice (How we use workforce information)

Dartmoor Multi Academy Trust (the Trust) collect, hold, use, and share information about our

workforce. This is known as “personal data” and you have rights around that data, including knowing how and why we are processing the data. “Processing” data means from collecting, storing, using, sharing and disposing of it. We collect, hold and share personal information on the Trust workforce. The Trust workforce includes all those employed to teach, or otherwise engaged to work, either on a paid, contracted or voluntary basis, at the Trust.

For the purposes of Data Protection legislation the Trust and its schools are a data controller and is registered as such with the Information Commissioner's Office.

## 2. The categories of information that we process include:

We process data relating to those we employ, or otherwise engage, to work at our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, address, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)\*
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons) and relevant medical information\*
- qualifications (and, where relevant, subjects taught)
- photographic and CCTV records\*
- information about medical or health conditions, including whether you have a disability for which the school needs to make reasonable adjustments\*
- details of trade union membership if you pay your subscriptions through payroll\*
- equalities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief\*
- Next of Kin and emergency contact details
- recruitment information including right to work documentation, references, application and/or CV
- checks made regarding online presence including social media searches
- performance information
- information relating to grievance and/or disciplinary procedures

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
- Health, including any medical conditions, and sickness records

This list is not exhaustive.

### 3. Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) facilitate safer recruitment (e.g. by carrying out criminal records checks and requesting references)
- e) support effective performance management
- f) allow better financial modelling and planning
- g) support the management of absence
- h) photographic images for identification purposes (safeguarding), and celebration purposes (to record work, classes and school events)
- i) to meet our statutory duties
- j) for site safety and security
- k) to protect public monies against fraud
- l) to detect and prevent crime and combat fraud
- m) to streamline systems

Under the UK General Data Protection Regulation (UK GDPR), the legal basis for processing your personal information include:

- Article 6(a) – Your consent (for any processing which does not fall into the other bases explained below)
- Article 6(b) Contract (your contract of employment)
- Article 6(c) - Compliance with our legal obligations
  - In particular, but not exclusively:
  - Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
  - Keeping Children Safe in Education 2022 (statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002 etc).
  - Equality and Health & Safety legislation.
- Article 6(e) – Carrying out tasks in the Public Interest.
- Article 6(f) – For legitimate Interests (as this generally relates to commercial practice, this may only be relevant to MATs and their relation to trust level staff

The ways we collect and use *sensitive* workforce information are lawful based on: your explicit consent; for compliance with certain legal obligations, or for exercising certain legal rights; for protecting a person's vital interests in an emergency; for health and public health reasons; or

for carrying out tasks that are in the substantial public interest including for safeguarding purposes.

Please refer to our Special Category Data Policy document for full details of these lawful bases for processing this data. Types of data that are special category are indicated above by \*.

### **Marketing Purposes**

Where you have given us consent to do so, we may send you marketing information by text message or email promoting school events, campaigns and or charities. You can withdraw this consent at any time by contacting us by contacting the school / directorate lead.

### **Automated decision making & profiling**

We do not currently process any personal data through automated decision making or profiling. Should this change in the future, privacy notices will be updated to explain both the processing and your right to object to it.

## **4. How we Collect Workforce Information**

We collect this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence, from forms completed by you at the start of or during employment (such as pension benefit nomination forms), from correspondence with you, or through interviews, meetings or other assessments, self-certification forms [medical], Fit Notes, images provided by individuals or taken using school photographic equipment, local authorities, previous employers, NHS, the Police, the Disclosure and Barring Service and the Department for Education [DfE].

We sometimes audio/ video record sessions/lessons/assessments for pupil or staff development and assessment. This will generate personal data including staff images, names, contributions, and will be protected, processed and retained in the same way as all personal data, in line with the school's Data Protection Policies and in accordance with our other policies including Acceptable Use, Off Site Working and Bring Your Own Device policies, as well as our Retention Schedule. Recordings in these circumstances will be carried out in line with our HR policies.

Workforce data is essential for the School's /Local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection, whether you are required to provide certain information to us and your rights in relation to this.

## **5. How, where and for how long we store workforce information**

We store workforce information securely on the School's IT network (Office 365, Arbor, Civica). We only keep the information for the length of time we need it for, as shown in our data retention schedule. For more information on our data retention schedule, please visit our Retention

We dispose of personal information securely when we no longer need it.

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

We do not share information about you 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:

- Other schools within Dartmoor Multi Academy Trust
- The local authority
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Regulatory bodies e.g. Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll or employee wellbeing
- Central and local government
- Our auditors
- Survey and research organisations
- 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
- Employment and recruitment agencies

## 7. Central Government

We are required to share information about our workforce members with central Government within twenty-seven days of receiving a request from the Secretary of State, under section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

This may include, but no limited to, matters relating to the following:

- payroll
- contracts
- Occupational Health
- recruitment

## 8. Requesting Access to Your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. You can ask for a copy of the data we hold about you by making a 'subject access request'.

If you would like to make a request, please contact our data protection officer  
[dpo@dmatschools.org.uk](mailto:dpo@dmatschools.org.uk)

## 9. Your Rights

You also have the right to:

- Be informed about the collection and use of your personal data
- Rectification, i.e., to have inaccurate personal data rectified, or completed if it is incomplete
- Erasure, often known as the 'right to be forgotten'; however this does not apply where, amongst other things, processing is necessary to comply with a legal obligation
- Restrict processing, although, as above this is a limited right.
- Object; though other than for marketing purposes, this is also limited as above.
- Object to decisions being taken by automated means, although these are not currently relevant
- Where we rely on your consent to process your data, you have the right to revoke that consent.
- A right to seek redress, either through the ico, or through the courts

## 10. 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 on 3<sup>RD</sup> March 2022.

## 11. Complaints

We take any complaints 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, you can contact our data protection officer on:

Email [dpo@dmatschools.org.uk](mailto:dpo@dmatschools.org.uk)

Phone: 01629 532888

Room 396,  
North Block,  
County Hall,  
Smedley Street,  
Matlock,  
Derbyshire,  
DE4 3AG

**For DfE:**

Public Communications Unit,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London, SW1P 3BT

Website: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe)

Telephone: 0370 000 2288

If, however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA362232 and stating that the Data Controller is Dartmoor Multi Academy Trust

**Information Commissioners' Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Website: <https://ico.org.uk/concerns/>