



Privacy Notice – Staff

Policy Code:	Gov7
Policy Start Date:	March 2024
Policy Review Date:	March 2025

1. Introduction

We process personal data relating to those we employ to work at or otherwise engage to work at CIT's. This is for employment purposes to assist in the running of the Trust or to enable individuals to be paid. The collection of this information will benefit both national and local users.

2. The categories of Trust workforce information that we collect, process, hold and share include:

- Personal information (such as name, employee or teacher number, National Insurance number).
- Special categories of data including characteristics information such as gender, age, ethnic group.
- Contract information (such as start dates, hours worked, post, roles and salary information).
- Work absence information (such as number of absences and reasons);
- Qualifications (and, where relevant, subjects taught).
- Medical information (such as food allergies or medication needed in an emergency).
- Contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency).
- Address information (such as the known contact address to direct correspondence to);
- Payroll information (such as bank account numbers for payment transfers).
- Work-related information for pay progression, career progress, safeguarding and information requests.
- Vehicle information – including make, model and registration plate.
- CCTV is in operation for the purpose of staff and student safety.
- Email/Internet monitoring.
- Key fob entry.

3. Why we collect and use this information

We use Trust workforce data to:

- Enable the development of a comprehensive picture of the workforce is deployed.
- Inform the development of recruitment and retention policies.
- Enable individuals to be paid.
- Work-related information including recent performance management information, references, DBS and any disciplinary/probationary issues.
- To contact you directly when you are not on the premises.
- To contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.
- Vehicle information is required due to car parking constraints for internal use only to identify owners of parked vehicles.
- CCTV is installed for detection of crime and identifying student behavioural issues to support staff welfare.
- The primary use of email/Internet is for Trust business purposes but, as per the Acceptable Use of IT Systems Policy, incidental personal use is permitted. Due to this, usage will be monitored.
- Key fob data may be used to identify staff presence on site for attendance purposes and fire drills.

- We record telephone calls for monitoring and training purposes.

Additional information can be found on the.gov.uk websites:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

4. How we collect your information

We collect staff personal information via the following methods:

- Staff application forms
- Staff contract forms
- Medication forms

Workforce data is essential for the Trust's operational use. Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

5. 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 to education provision or payment of the individual.

6. How we store your information

Your personal information is retained in line with the Trust Record Management Policy, which is available on request.

7. Who we share this information with

We routinely share this information with:

- Local Authorities
- The Department for Education (DfE)
- Regional/national Police authorities

8. Why we share Trust 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.

9. Sharing information with the Local Authorities.

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

10. Sharing information with the 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 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.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework, which can be found by following the link below:

<https://www.gov.uk/government/publications/security-policy-framework>

11. How does the government use your data?

The workforce information that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the Trust workforce.
- Links to school funding and expenditure.
- Supports longer term research and monitoring of educational policy.

You can find more information about the data collection requirements placed on us by the DfE by following this link: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The DfE may share your information 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 and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information.
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to Trust workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

12. How to find out what personal information the DfE holds about you

Under the Data Protection Act 2018 you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link:

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

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

13. What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the Trust holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact:

Sarah Fardell, Data Protection Officer
Email: DPO@citacademies.co.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the Trust's DPO in the first instance. You can also contact the ICO at: <https://ico.org.uk/make-a-complaint/>

14. How to withdraw consent and lodge complaints

Where the Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how the Trust uses your personal data, you should let us know by contacting the DPO:

Sarah Fardell
Email: DPO@citacademies.co.uk

15. How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the DPO using the contact details above.

If you require further information about how we and/or the DfE store and use your personal data, please refer to the gov.uk website: <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

16. Disposal of records

Personal data that is no longer needed will be disposed of securely. Personal data that has become inaccurate or out of date will also be disposed of securely, where we cannot or do not

need to rectify or update it.

For example, we will shred or incinerate paper-based records, and overwrite or delete electronic files. We may also use a third party to safely dispose of records on the Trust's behalf. If we do so, we will require the third party to provide sufficient guarantees that it complies with Data Protection law.

17. Further information

If you would like to discuss anything in this Privacy Notice, please contact the Data Protection Officer, Community Inclusive Trust, Warwick House, Long Bennington Business Park, Long Bennington NG23 5JR

Telephone: 03300 585520

e-mail: DPO@citacademies.co.uk