



GDPR privacy notice for the school workforce

The school workforce

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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 at our school.

Who processes your information?

The Diocese of Sheffield Academies Trust is a 'data controller' as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

Clare Sturman is the data protection officer. Her role is to oversee and monitor the school's data processing practices. This individual can be contacted on **01709 718 640** or **csturman@dsat.education**

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

The Diocese of Sheffield Academies Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school.

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

The lawful basis for processing this information is under Article 6 of the GDPR:

- Public Task – the processing is necessary for the school to perform a task in the public interest or for the official functions, and the task or function has a clear basis in law.
- Consent – the employee has given clear consent for the school to process the personal data for specific purposes.
- Legal Obligation – processing personal data that is necessary for the legitimate interests of the school or those of a third party.

Where special categories of data are collected under Article 9 of the GDPR:

- The data subject has been given specific consent to the processing of their personal data for one or more specified purposes.
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right of data protection and provide for suitable and specific measures to safeguard the fundamental rights in the interests of the data subject.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009

If staff members fail to provide their personal data, there may be significant consequences. This could include appropriate disciplinary actions, including verbal and written warnings.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Health & Safety at work

Which data is collected?

The personal data the school will collect from the school workforce includes the following:

- Names
- National insurance numbers
- Characteristics such as ethnic group
- Employment contracts
- Remuneration details
- Qualifications
- Absence information
- Next of Kin and associated contact number
- Medical Requirements

We collect personal information via our recruitment process.

Workforce data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with 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 in this and we will tell you what you need to do if you do not want to share this information with us.

How long is your data stored for?

Personal data relating to staff at The Diocese of Sheffield Academies Trust is stored in line with the school's **DSAT Trust Retention Schedule**.

In accordance with the GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Will your personal data be sought from third parties?

We routinely share this information with:

- our local authority (where applicable)
- the Department for Education (DfE)

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

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

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section; <https://www.gov.uk/government/collections/your-data-and-how-we-use-it>

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, contact **Clare Sturman, DPO**.

Depending on the lawful basis above, you may also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is not compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)

- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

For further information on how to request access to personal information held centrally by 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 Diocese of Sheffield Academies Trust.

How can you find out more information?

If you would like to find out more information about how we and/or the DfE collect, use and store your personal data, please visit our website **www.dsat.education** or please see 'How Government uses your data' section.

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 **08/02/22**.

Contact

If you would like to discuss anything in this privacy notice, please contact: **Clare Sturman, Data Protection Officer on 01709 718 640 or csturman@dsat.education**

Declaration

I,....., declare that I understand:

- The Diocese of Sheffield Academies Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data
- The Diocese of Sheffield Academies Trust may share my data with the DfE, and subsequently the LA.
- The Diocese of Sheffield Academies Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with DSAT Trust Retention Schedule.
- My rights to the processing of my personal data.

Name of staff member: _____
Signature of staff member: _____
Date: _____