

## Privacy Notice: How we use staff information

### Why do we collect and use staff information?

We process personal data relating to those we employ to work at, or otherwise engage to work at our schools. This is for employment purposes, to assist in the running of the school and to enable individuals to be paid. We collect and use staff information to comply with our legal obligations under the following acts of Parliament:

- Employment Rights Act 1996
- The Equality Act 2010
- Safeguarding Vulnerable Groups Act 2006

### We use the staff data:

- To meet our safeguarding obligations
- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To allow better financial modelling and planning
- To enable ethnicity and disability monitoring
- For processing the payroll

We also use a small subset of staff data to operate the following systems for the benefit of staff:

- Cashless catering systems
- Library management systems

### Categories of staff information that we collect, hold and share include:

- Personal information (such as name and address)
- Characteristics (such as gender, ethnicity, language, nationality and country of birth)
- Work absence information (such as absences and reasons)
- Qualifications (and where relevant subjects taught)
- Contract information (such as start date, hours worked, post, roles and salary)
- Relevant medical information (such as disability)
- Payroll information (such as bank details, National Insurance number, pension details and salary)
- DBS (Disclosure and Barring Service) Status

### Collecting staff information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain personal information to us, or if you have a choice in this. Our obligation to maintain the accuracy of personal data can only be met with your help. Please, as soon as possible, inform the Trust of any changes in address, telephone number, email address (if you have provided this) or other changes that affect either our ability to contact you or other family members you have designated as contacts or our ability to maintain our duty of care (e.g. medical conditions).

### Storing staff data

We hold staff personnel files for 6 years from termination of employment as required by the legislation listed above. Other information related to for example: appraisal, disciplinary matters, pension etc. is held for varying periods as required by separate statutes. Further information is available by contacting the Trust Data Protection Officer as detailed below. Limited staff data used for complimentary systems and services is removed when the staff member no longer requires or makes use of that service or at the point that the staff member leaves the school.



### Who do we share staff information with?

We will not share information about you with third parties without your consent unless required to by law. We are required by law to pass on some of this personal data to:

- The Department for Education (DfE)
- The Local Authority (Designated Officer) when responding to any concerns or investigation involving an adult working with children where there is an allegation of harm
- Brooke Weston Trust (the Multi Academy Trust)
- The Trust's Human Resources Provider – Education Personnel Management
- The Trust's management information system (MIS) provider

### Requesting access to your personal data

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information contact the Trust Data Protection Officer on the details below.

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; and
- 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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Data Protection Officer (DPO)

The DPO is responsible for ensuring compliance with the Data Protection Legislation. The DPO is also the central point of contact for all data subjects and others in relation to matters of data protection. As allowed for by law Brooke Weston Trust employs a third-party service provider to act in this role.

The current provider is:

#### **The ICT Service**

South Cambridgeshire Hall  
Cambourne Business Park  
Great Cambourne  
Cambourne  
Cambridge  
CB23 6EA

Telephone: 0300 300 00 00 option 4

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

### Questions?

Brooke Weston Trust is the Data Controller for all member schools. If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer using the details above.