



## **Privacy Notice - Staff**

### **1. Introduction**

Under UK data protection law, individuals have a right to be informed about how our school (which is part of the Nene Education Trust) uses any personal data that we hold about them. We comply with this right by providing 'privacy 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 who otherwise engage to work at our school or Trust. Our Trust is the 'data controller' for the purposes of UK data protection law.

Nene Education Trust  
Waterside House  
Station Road  
Irthlingborough  
NN9 5QF  
Tel: 01933 627081

Our Data Protection Officer is:

Angela Corbyn  
Email: [dpo@neneeducationtrust.org.uk](mailto:dpo@neneeducationtrust.org.uk)  
Tel: 07775 436141

### **2. The personal data we hold**

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details and preferences (such as your name, address, email address and telephone numbers)
- Date of birth, gender, marital status, next of kin and emergency contact information
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, interview process, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records, driving license, if required and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Complaints information
- Personnel records such as absence, DBS information and correspondence with the Trust
- Computer and phone records

- Access logs and usage records from document management systems and other Trust provided applications and technologies
- Records of calls, messages and/or internet or other data traffic and communications
- Photographs, CCTV footage and images obtained when you attend the school or Trust site

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health and medical conditions you have that we need to be aware of which may include dietary needs and allergies.
- Absence information which includes self-certification, leave information, records for absence management
- Information about trade union membership
- Characteristics (such as ethnicity and religion)
- Biometric data (fingerprint) used at Manor School only
- Accident records and reports

We may also collect, use, store, and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

### **3. Why we use this data**

We use the data listed above to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- General communication, employment management and administration
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Responding and complying with regulatory, statutory or enforcement requests and orders
- Support staff wellbeing and the safety of staff on school sites
- Support the work of the School Teachers' Review Body

#### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you messages by email or text promoting Trust/school events, campaigns, charitable causes, or services that you might be interested in.

You can take back this consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting the Trust/school office.

#### **3.2 Use of your personal data in automated decision making and profiling**

We do not currently process any of your personal data through any automated decision making or profiling process. If this changes in the future, we will update this notice in order to explain the processing to you, including your right to object to it.

#### **4. Our lawful basis for using this data**

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- To fulfil a contract we have entered into with you
- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)
- Where the processing is necessary in order to ensure your health and safety on the school or Trust site, including making reasonable adjustments any disabilities you may have

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

#### **4.1 Our basis for using special category data**

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you

- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice. Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities and previous schools
- Government departments or agencies
- Police forces, courts or tribunals
- Previous employer/s

## 6. How we store this data

We keep personal information about you while you work for the Trust. We may also keep it beyond this, if necessary, in order to comply with our legal obligations. Personal data is stored in accordance with the Trust Data Protection Policy and the Trust Records Management Policy. If you would like to see a copy, please visit the Trust website: <https://neneeducationtrust.org.uk>.

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.

## 7. Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it's legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about exclusions
- Government departments or agencies such as DfE
- Schools that the pupils attend after leaving us
- Educators and examining bodies
- Our regulator, Ofsted
- Suppliers and service providers who we contract to support us in our legal duties to educate and safeguard pupils – to enable them to provide the service we have contracted them for.

This will include:

- Financial organisations and auditors
- Personnel and benefits support for employees

- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations the school works with
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals
- Catering Contractors
- We share staff personal information with a 3rd party in order to send text messages and emails from the school
- Charities & voluntary organisations with whom we have a working relationship

### **7.1 Transferring data internationally**

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

## **8. Your rights**

### **8.1 How to access personal information that we hold about you**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (unless there's a really good reason why we shouldn't):

- Give you a description of it
- Tell you why we are holding and using it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data (decisions made by a computer or machine, rather than by a person), and any consequences of this
- Give you a copy of the information in an understandable form

You may also have the right for your personal information to be shared with another organisation in certain circumstances. If you would like to make a request, please contact the Data Protection Officer via contact details provided on page 1.

### **8.2 Your other rights regarding your data**

Under data protection law, you have certain rights regarding how your personal information is used and kept safe. For example, you have the right to:

- Say that you don't want your personal information to be used
- Stop it being used to send you marketing materials
- Say that you don't want it to be used for automated decisions (decisions made by a computer or machine, rather than by a person)
- In some cases, have it corrected if it's inaccurate
- In some cases, have it deleted or destroyed, or restrict its use

- Withdraw your consent, where you previously provided consent for your personal information to be collected, processed and transferred for a particular reason
- In some cases, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation if the data protection rules are broken and this harms you in some way

## 9. 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 concerns about our data processing, please let us know first.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at: <https://ico.org.uk/make-a-complaint/>
- Call: 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10. Contact us

If you have any questions or concerns, or would like more information, please contact our Data Protection Officer:

Angela Corbyn  
Email: [dpo@neneeducationtrust.org.uk](mailto:dpo@neneeducationtrust.org.uk)  
Tel: 07775 436141

Or our Trust GDPR Lead for general GDPR queries:

Victoria Brennan  
Email: [vbrennan@neneeducationtrust.org.uk](mailto:vbrennan@neneeducationtrust.org.uk)  
Tel: 01933 400549