Privacy Notice – Staff

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Introduction

The trust must process your personal data to ensure that we can meet the terms of your employment contract and fulfil our legal and administrative obligations as an employer.

As part of our obligations under the UK General Data Protection Regulation (UK-GDPR) we must inform you how and why we process your personal data. The following privacy notice outlines what data we process about you as an employee, why we need it and how it is used.

This privacy notice applies to all employees of the trust including those working with us on a temporary and voluntary basis. For the purposes of this privacy notice, we will refer to all parties as 'employees' of the school.

We ask that you also review our 'Data Protection Policy' alongside this notice.

Data Controller

The trust is the 'Data Controller' for the personal information that we process about you. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The trust has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the trust and acts as the first point of contact for any questions or queries regarding data protection.

Our DPO is Miss Danielle Eadie from RADCaT Ltd who is supported by the senior leadership team (SLT) at the trust and our schools. The DPO is contactable via the trust in the first instance.

The personal data that we process about you and why we need it:

The trust will process the following categories of personal data about you before and during your employment with us:

Record Type:	Data:
Induction (General): Purpose: to identify you and create the basis of your personnel file. The Department for Education require us to collect certain data about our staff for the workforce census including your name & special characteristics.	- Full Name - Date of Birth - Address - Contact Details - Emergency Contacts - Special Characteristics: Gender, Religion etc

	- Recruitment Records: Application, Interview Notes, References etc - Induction Records: Checklists & Training etc.
Induction (Safe Recruitment): Purpose: to fulfil our safeguarding and health & safety obligations as an employer and education provider *checks are dependent upon your role or personal circumstances.	- Identification - DBS & Barred List - Qualified Teacher Status* - Prohibition of Teachers & Management* - Non-British National / Right to Work Checks* - Social Media Checks - Occupational Health*
Contractual Records: Purpose: to fulfil the terms of your employment contract with us. Employee pensions & trade union subscriptions: the trust only collate a minimal amount of data to administer set up; the respective service provider are the Data Controller for your contributions and benefits.	- Employment contracts and job descriptions - Bank details - NI number - Payroll records: salary, hours worked, deductions (trade union etc), overtime, expenses etc. - Tax records. - Absences and leave records including flexible working, maternity and paternity leave. - Pension and benefit records.
Performance Records: Purpose: to monitor your performance, support your professional development and manage any performance related issues.	- Appraisals - Promotions - Training & Professional Development - Grievance & Whistleblowing Concerns - Disciplinaries
Health & Wellbeing Records: Purpose: to comply with health & safety and safeguarding laws and ensure a safe and secure environment for you and other members of the school community.	- Accident & Injuries - Attendance on Site - Occupational Health Records - Fit Notes - Health & Wellbeing Support (referrals etc) - Risk Assessments (pregnancy, disabilities etc) - Safeguarding Concerns
Operational Records: Purpose: to fulfil the trust's operational duties and provide the resources you need to perform your role.	- Attendance - Images (ID Badge) - Images (CCTV) - Images (Promotional, Social Media etc) - System & Internet Usage Logs - Hardware & Software Access Logs

Please note that this list is not exhaustive; please contact the trust if you would like further information about the personal data that we process about you.

CCTV

Closed Circuit Television is in place around some trust sites to maintain security and for the purposes of crime prevention & detection. We may also review the footage to investigate and evidence any

instances of inappropriate behaviour by employees; footage may be utilised as part of disciplinary proceedings.

Access to trust CCTV systems is strictly limited to a select few staff. The trust do not monitor the system and only review footage if we are notified of an incident. Please contact the trust for a copy of our CCTV Policy for further information.

Monitoring – Internet Use & Digital Systems

The school have an internet filtering and monitoring system in place that notifies the relevant staff member(s) if a user visits a prohibited website or searches for an inappropriate term. The software not only contributes to maintaining system security, but protects our students and other members of the school community.

Usage data and notifications from this software will be used to investigate and evidence any instances of inappropriate use. Please refer to our 'Acceptable Use Policy' for further information.

Artificial Intelligence (AI)

Whilst AI is not a new phenomenon, it's recent growth and availability continues to provide a wealth of benefits and resources for those in the education sector. We do however understand that the use of such software poses some risk to the data that we process and must be used in a secure and controlled environment.

As a rule of thumb, the trust do not apply AI to identifiable personal data, nor do we use our data to further train AI systems (make them smarter). In the event that the trust wishes to use AI software, we will ensure that the content is general in nature and any personal data is anonymised where possible.

Prior to utilising any AI software, the trust take a risk based approach to help ensure our data is secure and that such systems are not making decisions for and about members of the trust community; human input will always remain key.

At present, the trust does not use or apply any 'automated decision making' to personal data.

How we get your information

Most of the personal information we process is provided directly by you when you join the trust as an employee. We will also receive information about you from third parties including:

- Previous employer in respect of references
- Providers of security checks and employee support services
- Government departments including HMRC, DfE and local authorities.
- HR and payroll providers who collate contractual and salary-based records.
- Other third-party service providers

Any further information will be collated by the trust throughout our working relationship with you.

Most of the information provided to us about you is mandatory, we will however inform you in instances where the processing of your personal data is optional and seek your permission where necessary.

The lawful basis for processing personal data

Under the UK-GDPR, we must have a lawful basis to process your personal data; personal data is any data that can identify a living individual. We rely upon the following lawful bases to process your data:

1. We must process your personal data to meet a **legal obligation**, namely;

Category	Law	Purpose for Processing
Recruitment	Keeping Children Safe in Education (2025) UK Visa and Immigration Law	Employment checks for the purposes of safeguarding & security.
Health & Wellbeing	Health & Safety at Work Act (1974)	Maintain a safe workplace for staff and other members of the school community.
Employment	Employment Law UK (general)	Fulfil our duties as an employer.
Data Collection & Censuses for Schools	Department for Education Statutory Data Collections	Workforce census.
Equalities	Equality Act (2010)	Protect against discrimination & provide equal opportunities.
Local Authority Data Sharing	Education (supply information about the school workforce) (England) Regulations (2007)	Statutory data sharing to local authority.

2. We must process your personal data to meet a **contractual obligation**; to fulfil the terms of your employment contract with us. For instance, we cannot pay your salary and make tax submissions without processing your name, NI number, bank details and tax codes.

3. Personal data is processed in the performance of a **public task** for example:

    - The use of CCTV to create a secure environment and to aid in crime prevention and detection.
    - Data is processed in the act of providing a full-time education to pupils.
    - Retaining an image of you for identification purposes.

4. The trust has a **legitimate interest** to process your personal data; the legitimate interest could be that of the trust, you as a staff member or other individuals such as our pupils. For example if we need to use your name and school email address to provide you with access to

educational programmes and software that helps to support your role and provide our pupils with learning resources.

5. The trust must process personal data in the act of protecting or saving someone's life; there is a **vital interest**. This lawful basis will typically apply in situations where we must share details with emergency services and first aiders if an incident or accident has occurred.

6. You have provided your **consent** for us to process your personal data; consent will be sought for any data processing that is optional for instance when we ask you to take part in trust photographs for use on our website and social media pages.

Special Category Data

Special category data is information that we process about you that is much more sensitive in nature such as details about your health and wellbeing and characteristics including your gender, ethnicity and whether or not you are a member of a trade union.

The trust must take extra measures to ensure such information is secure and confidential, therefore we must meet an additional lawful basis from the UK-GDPR.

When processing special categories of personal data in the routine running of the trust, we rely upon the following conditions:

1. You have provided your **explicit consent (written)** to the processing for instance when we make a referral to external agency for health and wellbeing support to help with your employment, and we need to exchange information about your health with them.

2. The trust must process your personal data in the field of **employment, social security and social protection**. This condition covers the processing of your special category data to meet our legal obligations as an employer and education provider. Examples include:

    - Processing your ethnicity and place of birth to fulfil right to work checks.
    - Processing your health data as part of the first aid process if you have an accident, collating data about you if occupational health checks are required and logging information about your health if you are off sick.

3. Your personal data is processed in situations where there is a **substantial public interest**. This lawful basis will typically apply in the following scenarios:

    - We must submit special characteristics such as your gender and ethnicity to the DfE as part of the workforce census for equal opportunities monitoring.
    - If you are party to or subject to a safeguarding concern and we must make a referral to the relevant third-party agencies, and it is not appropriate to seek your consent.

4. The trust must process your special category data in the act of protecting or saving yours or the life of someone else; there is a **vital interest**. We have a duty to inform emergency services of any known allergies, medical conditions and religion if an accident occurs.

In certain circumstances, the trust may be required to process personal data (including special category) for the following reasons:

- If we are involved in a legal claim that involves you; in such instances, we are processing personal data as part of or in defence of **legal claims and other judicial acts**.

- The trust may be instructed to partake in public vaccination programs and health monitoring in situations where there is a threat to health such as a pandemic. In such instances, our lawful basis to process your health records is for **reasons of public interest in the area of public health.**

Consent

In situations where the processing of your personal data is optional and we have sought your consent, you can withdraw your consent or update your preferences at any time by contacting the trust.

Storing and retaining your data

To comply with the UK-GDPR, the trust must only keep personal data for as long as necessary to meet our legal and operational duties.

Our 'Records Management Policy & Retention Schedule' (available upon request) outlines how long your records are kept and how we determine and manage these periods. As a rule of thumb, most of your records are held on your staff personnel file and kept for a period of 6years post-employment. Information relating to your salary and tax contributions is kept for 6years from the date of the current tax year to which they relate.

Your personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

If we must transfer your data to third parties, we will ensure this is done so using secure transfer methods with the data limited to what is necessary.

Trust staff and those third parties accessing key records are subject to DBS checks and strict confidentiality agreements.

Sharing your personal information

The trust do not share your personal data with third parties unless the law or our policies permit us to do so. We must partake in statutory data sharing with the following third parties to meet our obligations under the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments:

- The Local Authority
- The Department for Education

You can find out more about our statutory data sharing requirements in **appendix 1**.

In addition to our statutory data sharing, we outsource a number of key services that are vital to the functioning of the trust and our schools. As part of this process, we will share your data with the following providers where applicable:

- HR & Payroll Provider
- ICT & System Providers
- Training Providers
- Educational Software & Resource Providers (to provide you with an account and access)
- Trade Unions and Professional Associations
- Auditors (to ensure compliance and best practice standards are being met)

In certain circumstances, we may be required to share your data with the following parties:

- Your emergency contacts if you are involved in an accident.
- Police and emergency services if there is an accident / incident involving you.
- NHS, occupational health and other third-party health and wellbeing agencies if you require additional support and reasonable adjustments to assist with your role.
- Ofsted if your data is relevant to an inspection.
- Examining bodies if your data is relevant to a check to ensure we are meeting examination regulations.
- Governing bodies such as the HSE and ICO if there is a significant accident / incident involving you.
- Insurance provider(s) if there is a claim involving you.
- Professional Advisors & Consultants (solicitors etc)
- Courts if there is a legal claim that involves you.

Checks are performed on third parties with whom we share personal data to ensure they meet the high levels of data protection compliance and security expected by the trust. We take a minimalist approach to data sharing and only provide the limited amount of data if it is strictly necessary.

Transferring data internationally

We do not routinely transfer your personal data outside of the United Kingdom (UK). If a situation arises whereby we must do so, the school will ensure that the transfer is compliant with the UK-GDPR's rules on international data processing and is sent via secure methods.

Requesting access to your personal data and your rights

Under data protection legislation, you have the right to request access to the personal data that the trust holds about you. You 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 no 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.

Under data protection law, individuals also have certain rights regarding how their personal data is used and kept safe. You have the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress.
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- claim compensation for damages caused by a breach of the data protection regulations.

To make a request, please contact the school office in the first instance.

The trust along with the Data Protection Officer (DPO) will support you with your request; a response will be provided within one calendar month. The trust has a legal right to extend this period by a further two months for any requests deemed complex, we will however inform you of our intentions to extend the response time within one calendar month.

Complaints

If you have any concerns at all about how we process your personal data, please contact the trust in the first instance so that we can help resolve any issues. You can raise your complaint by getting in touch with the relevant school office or via the contact details on the trust website:

https://vantageacademies.co.uk/contact-us/

If you remain dissatisfied following our review of your complaint, you have the right to contact the Information Commissioners Office (ICO).

Appendix 1: How the government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce.
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy.

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to https://www.gov.uk/education/data-collection-and-censuses-for-schools.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (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 it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data, they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

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

To contact the Department for Education (DfE): https://www.gov.uk/contact-dfe