



**ALL SAINTS  
MULTI ACADEMY TRUST**  
BIRMINGHAM  
GOD'S LOVE IN ACTION

# Privacy notice for the school workforce

**All Saints Multi Academy Trust**

<b>Approved by:</b>	Trust Board	<b>Date:</b> 09.05.2023
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<b>Last reviewed on:</b>	15.05.2023
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<b>Next review due by:</b>	May 2025	<b>Review cycle:</b> 2 yearly
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## Mission Statement

**Teach children in the way they should go and when they are older, they will not depart from it**

Children are at the heart of everything we do. Through Christian values, relationships, living and learning together we celebrate the uniqueness and diversity of everyone in our family. We nurture a sense of self belief, mutual respect and belonging to build the foundations for happy and successful lives

## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 who otherwise engage to work at our school** and explains the rights you have around your data, including the right to access it, and to object to the way it is processed. Please see the section on ‘Your rights’ for more information.

We, All Saints Multi Academy Trust Birmingham, are the data controller for the purposes of the UK data protection law.

### All Saints Multi Academy Trust schools:

St Thomas CE Academy

St John’s & St Peter’s CE Academy

We are an education organisation and our contact details are:

Address	All Saints Multi Academy Trust, St Thomas CE Academy, Great Colmore Street, Birmingham B15 2AT
Email:	<a href="mailto:admin@allsaintsmat.school">admin@allsaintsmat.school</a>
Telephone number:	0121 622 2151

Our data protection officer is Sarah Wisdom, Head of Operations, who can be contacted at the address above, via [admin@allsaintsmat.school](mailto:admin@allsaintsmat.school) or on 0121 622 2151 if you have any queries about this notice or anything related to data protection.

## 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
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- 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, 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 and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license

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 conditions you have that we need to be aware of
- Sickness records

- Photographs and CCTV images captured in school
- Information about trade union membership

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
- 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
- Support the work of the School Teachers' Review Body
- Ensure duty of care is in place for medical conditions

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

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw 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 us (see 'Contact us' below).

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

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices 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:

For the purposes of a) and c) from the section **"why we use this data"** in accordance with the "contract" basis – we need to process personal data to fulfil a contract with you or to help you enter a contract with us.

For the purposes of b) from the section **"why we use this data"** in accordance with the "public task" basis – we need to process personal data to fulfil our statutory function as a school and trust as set out here:

- Keeping Children Safe in Education
- Working Together to Safeguard Children

For the purposes of d) e) g) and h) from the section **"why we use this data"** in accordance with the "public task" basis – we need to process data to fulfil our statutory function as a school as set out here:

- Part 8 of the Education Act 2002 gives power to the School Teachers' Review Body to provide a report to government informing the development of recruitment and retention of teachers, providing for better financial modelling and planning and improving the management of workforce data across the sector

For the purposes of e) from the section **"Why we use this data"** in accordance with the "Legal Obligation" basis - we need to process personal data to meet our responsibilities under law as set out here:

- All academy trusts, under the Academies Financial Handbook have a legal duty to keep accurate financial records and produce audited accounts which include salary information.

For the purposes of c) from the section **"Why we use this data"** in accordance with the "Consent" basis - we will obtain consent from you to use your personal data.

For the purposes of g) from the section **"Why we use this data"** in accordance with the "public task" basis – we need to process data to fulfil our statutory function as a school as set out here:

- All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005 and section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments states that schools must share data with DfE.

For the purposes of i) from the section **"Why we use this data"** in accordance with the "Legal Obligation" basis - we need to process personal data to meet our responsibilities under law as set out here:

- The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 state all schools have a duty to protect the health and safety of all visitors

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
- Government departments or agencies
- Police forces, courts or tribunals

## 6. How we store this data

We keep personal information about you while you work at our trust. We may also keep it beyond your employment at our school if this is necessary. Our record retention schedule sets out how long we keep information about staff.

Our record retention schedule can be obtained by contacting the Head of Operations.

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 consent unless the law and our policies allow us to do so.

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

- Our local authority, Birmingham City Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted and SIAMS
- Suppliers and service providers:
  - Access Financial software
  - Arbor – pupil management information system
  - CPOMS – Safeguarding software
  - Definitely HR

- Entrust – data sharing system
- Every HR
- Fisher Family Trust – Assessment Tracking
- GSKS – IT Consultant
- InVentry – our sign in system
- National College – online training
- SavvyIT – IT Consultant
- SECURUS – IT monitoring software
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

### 7.1 Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Government departments or agencies
- Security organisations
- App or cloud server providers

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

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 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 (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing 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, and any consequences of this

Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

### 8.2 Your other rights regarding your data

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

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge 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
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

## 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 concern about our data processing, please raise this with us in the first instance.

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 about anything mentioned in this privacy notice, please contact our **data protection officer**:

- Sarah Wisdom, Head of Operations