

Privacy Notice (How we use employee information)

The academy workforce

Who processes your information?

The Trust is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

The Trust Director of Operations is the data protection officer (DPO) and, with support from the academy Operations Manager, will oversee and monitor the academy's data processing practices. The Operations Manager is available to be contacted directly at the academy, the DPO can be contacted by emailing DPO@redhillacademytrust.org.uk.

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

To avoid confusion, where this notice mentions the Redhill Academy Trust, this also refers to the individual academy(s) you may work in.

The lawful basis on which we process this information

The Redhill Academy Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the academy, or those otherwise contracted to work at the academy, such as volunteers, trainees or governors. 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
- Education Act 1996

Staff members' personal data is also processed for employment purposes to assist in the running of the academy, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

- Failure to provide bank details would result in inability to make salary payment to staff
- Failure to provide personal details would result in inability to provide availability to workplace pensions schemes

- Failure to provide evidence of eligibility to work with Students would be unable to be employed at the academy
- Failure to provide evidence of Right to Work in the UK, employees found to be working illegally could face prosecution, as could the employer
- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax
- Failure to provide Emergency Contact details, would deny the employer provision of duty of care

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
- Statutory Reporting purposes

Which data is collected?

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

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

The collection of personal information will benefit both the DfE and the Trust by:

- Improving the management of workforce data across the sector.
- Enabling the development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.
- Supporting the work of the academy teachers' review body.

Will your personal data be sought from third parties?

Staff members' personal data may be obtained and processed from third parties where the law requires the academy to do so, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical Records

- Positive Disclosure (DBS)

Where data is obtained from third parties, the personal data originates from the following sources:

- Employers GP
- Disclosure and Barring Service

How is your information shared?

The Redhill Academy Trust will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Local Authority
- the Department for Education (DfE)
- External Payroll Provider
- HMRC
- Workplace Pension Funds
- Occupational Health Partners
- Disclosure & Barring Service Partners

How long is your data retained for?

Staff members' personal data is retained in line with the Redhill Academy Trust's Data Retention Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please request a copy of our Records Management Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the Redhill Academy Trust holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how the Redhill Academy Trust processes their personal data.

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our Trust website, the Gov.UK website or download our GDPR Data Protection Policy.