

## Privacy Notice

### Staff

Reviewed - Feb 22

The Cornerstone Academy Trust needs to collect, store and process data on employees of the Trust to be able to manage the workforce, ensure that employment legislation is adhered to and to meet its obligations under the terms of the contracts of employment. Only essential data is held and there are clear processes in place that govern how we collect use, store and share the data. Information is shared with the Trust's payroll providers, the administrators of the Teacher and Support Staff pension schemes and HMRC.

Under data protection law, individuals have a right to be informed about how the 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 the personal data about the individuals we employ, or otherwise engage, to work within the Trust.

We, The Cornerstone Academy Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Graham Newbery. He can be contacted via [DPO@tcat.education](mailto:DPO@tcat.education)

### The personal data we hold

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

- Contact details including home & email addresses, telephone numbers and other online contact points
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- 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 such as Appraisal information

- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs, for ID badges, or to identify our staff to the wider public.
- CCTV footage
- Data about your use of the Trust information and communications system
- Biometric Data where your consent has been given

We may also collect store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity and religious beliefs
- Trade union membership
- Health, including any dietary needs, medical conditions and sickness records

## Why we use this data

The purpose of processing this data is to help us run the Trust, including to:

- maintain accurate and up-to-date employment records and contact details (including details of emergency contacts)
- enable individuals to be paid, run PAYE and support pension payments and calculations
- run recruitment processes
- operate and keep a record of disciplinary and grievance processes to ensure acceptable conduct in the workplace
- operate and keep a record of employee performance and related processes, to plan for career development, and for succession planning and workforce management purposes
- obtain occupational health advice, to ensure that we meet obligations under health and safety law, and ensure that employees are fit to work
- operate and keep a record of other types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, to ensure that the organisation complies with duties in relation to leave entitlement, and to ensure that employees are receiving the pay or other benefits to which they are entitled
- ensure effective general HR and business administration
- provide references on request for current or former employees
- respond to and defend against legal claims
- inform financial audits of the school
- inform national workforce policy monitoring and development
- complete statutory workforce census for the DfE
- to give pupils and parents a clear picture of who is working for our Trust.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly we use it where we need to:

- Fulfil the contract we have entered into with you
- **Article 6 (1) b of UK (GDPR):** to take the necessary steps to enter into, and for the performance of, an employment contract.
- **Article 6 (c) Legal obligation:** Comply with a legal obligation
- **Article 6 (e) Public Task:** Carry out a task in the public interest

Some information we process will be Special Category data under **Article 9**. We will rely on the legal basis of **Article 9 (g):** processing is necessary for reasons of substantial public interest and **Article 9 (2) (i):** data collected as defined by employment law (ie equalities and diversity).

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) eg in a life or death situation
- We have legitimate interests in processing the data – eg where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as a publically funded education establishment.

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

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust/school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

## **How we store this data**

Data stored in paper format is kept securely and is accessible only by the appropriate administrative staff and managers who have a legitimate need to access your data.

Data in electronic format is kept in a secure area on the Trust systems.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and the Information Commissioner's Office of a suspected data security breach where we are legally required to do so.

Once your involvement in the Trust has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy.

## **Data sharing**

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 is legally required, or necessary (and it complies with data protection law) we may share

personal information about you with:

- Local Authority within which staff are employed - we are required to share information about our workforce members with our local authority LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- The Department for Education - to underpin workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.
- HMRC & Pensions Scheme Providers - to ensure the correct deductions and accumulation of benefits for the data subjects under Section 6.1e of the General Data Protection Regulation
- Payment System Providers – by your consent, we share names only with our payment service providers to allow payment for meals and events.
- Our Regulator (Ofsted) - to allow them to carry out their statutory function of inspecting and reporting on schools within the Trust
- Our Auditors - to enable them to audit the payroll costs of the Trust
- Police forces, courts, tribunals and Security Organisations - when we are legally required so to do
- Health and social welfare organisations – by your consent, we share data with organisations such as our Occupational Health service to support employee welfare.
- Providers of electronic learning resources - to allow you to use their resources in class and at home

## Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## Your rights

### How to access personal information we hold about you.

Individuals have a right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.

If you make a SAR, and if we do hold information about you, we will:

- Give you a description of the information
- 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 our data protection officer, [Graham Newbery](#)

### Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- 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 exercise any of these rights, please contact our data protection officer: Ashley Bevan-Smith

## 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.

To make a complaint, please contact our data protection officer, [Graham Newbery](#)

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

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

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, [Graham Newbery](#)