

TITLE: ALET Staff Privacy Policy	REF: GOV005.3	VERSION: 2
APPROVAL BODY: Policy Committee	DATE: 01/02/2022	REVIEW DATE: 01/02/2023
LEAD PERSON: Data Protection Officer		
VERSION	REVIEWER/APPROVAL	REVIEW NOTES
1.	New Policy	
2.	Policy Committee/DP Committee	Full Review

ALET STAFF PRIVACY POLICY

1. Introduction

Under data protection laws, individuals have a right to be informed about how our trust 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 otherwise engage to work at our schools.**

We, Activate Learning Education Trust, Oxpens Road, Oxford OX1 1SA 01865 551025, are the 'data controller' for the purposes of data protection law as defined by the UK General Data Protection Regulation and Data Protection Act 2018.

Our data protection officer is Heledd Walker, Head of Governance and Compliance (see 'Contact us' below).

2. The personal data we hold

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

- Personal information (e.g., name, date of birth, contact details, address, marital status, gender, next of kin details, Identification information, equalities information)
- Contract Information (e.g., Salary information, annual leave, pension and benefits information, bank account details, payroll records, National Insurance number and tax status information).
- Recruitment information (e.g., 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, right to work documentation).
- Employment Information (e.g., Performance management, appraisals, absence, Qualifications, and employment records, including work history, job titles, working hours, training records and professional memberships, outcomes of any disciplinarys or grievance procedures, absence data, trade union membership information).
- Medical information (e.g., Health information, sickness absence, reports from occupational health, fit to work notes, doctor contact details).
- Other activity information (e.g., Photographs and CCTV images captured, IT accounts, work or documents created as part of your role).
- Safeguarding Information (e.g., Identification documents, Data barring service information, right to work information, criminal convictions).

3. Why we use this data

We use the data listed above to:

- a) Enable you to be paid with correct tax, national insurance, pension and other deductions.

- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support effective performance management
- d) Inform our recruitment and retention policies
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring
- g) Improve the management of workforce data across the sector
- h) Support the work of the School Teachers' Review Body

3.1 Use of your personal data in automated decision making and profiling

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

- Public task basis – we need to process data to fulfil our statutory function as a school.
e.g. Performance management of staff, fulfilment of contract duties.
- Legal obligation' basis – we need to process data to meet our responsibilities under law
e.g., Safeguarding and right to work in the UK.
- Vital interests' basis – we will use this personal data in a life-or-death situation
e.g., medical information
- Contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us.
e.g., Payroll information, Employment Information, Recruitment information etc.

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 one of the following conditions for processing as set out in data protection law:

- 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

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 data protection law. Conditions include:

- 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, tribunals
- Previous Employers
- DBS Service
- Occupational Health Services

6. How we store this data

We keep personal information about you while you work at our school. We will also keep it beyond your employment at our school. Our record retention schedule and records management policy set out how long we keep information about staff.

We will retain most of your personal information for a period of 6 years from the date you leave our employment. Data which we will hold for a shorter period of time is listed below:

- Disciplinary Proceedings resulting in a warning will be kept for 6 months following the end of proceedings
- Disciplinary Proceedings resulting in a final warning will be kept for 18 months following the end of proceedings
- Next of kin information will be kept for 12 months from the date you leave our employment
- Bank details will be kept for 12 months from the date you leave our employment

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 securely dispose of your personal data when we no longer need it in accordance with our retention schedule.

7. Who we share data with

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

- Our local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, e.g. Ofsted, Department for Education etc
- Suppliers and service providers:
(e.g. Payroll providers etc)
- 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, tribunals

8. Your rights

8.1 How to access personal information that we hold about you

Under the data protection regulation, staff have the right to request access to their personal information that we hold about them, this would be done via a subject access request.

You have the right to:

- Submit a subject access request.
- Being informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data.
- Object to processing of personal data that is likely to cause or is causing damage or distress.
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means.
- In certain circumstances, have inaccurate personal data, rectified, blocked, erased, and destroyed.
- Claim compensation for damages caused by a breach of the data protection regulation.

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 DPO@alet.org.uk.

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 via DPO@alet.org.uk.

If you feel that your complaint is not adequately resolved, 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, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our data protection officer is:

- Heledd Walker DPO@alet.org.uk