

# Privacy Notice



## How we USE staff Information

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 use personal data about individuals we employ, or otherwise engage, to work at our school. It is based on the Department for Education's model privacy notice for the school workforce, amended to reflect the way we use data in this school.

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

Our Data Protection Officer is Judicium Consulting Limited - Craig Stilwell (see 'contact us' below)

### Types of Personal Data

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal Identification, such as name, home address, date of birth, gender, and mobile and home phone number, work related photographs, CCTV footage
- Next of kin and emergency contact numbers
- Government issued identification numbers, such as National ID (e.g. national insurance number) and tax status information for payroll purposes; immigration, right to work and residence status
- Job related information, employment records, work history - such as years of service, work location, employment ID, work record, absences, annual leave and contract data
- Payroll- and payment or pension and benefits related information such as salary, pension, insurance information, dependents, government identifier or tax numbers, bank account details and employment related benefits information.
- Recruitment information, including copies of right to work documentation, references and other information included in application form and cover letter or as part of the application process
- Education and training information, such as qualifications, certificates and licenses, training records and professional memberships
- DBS information to demonstrate compliance with Keeping Children Safe in Education (actual certificates are not retained).
- Performance related information such as performance management objectives, comments, feedback results and career history
- Information related to outcomes of any disciplinary, capability and/or grievance matter
- Accident reporting and records relating to accident/injury at work

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, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

### **Why do we collect and use staff information**

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

- Process payroll to enable you to be paid
- Comply with employment law obligations or other legal obligations
- Facilitate safe recruitment, as part of our statutory safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

### **Our legal basis for using this data**

We process this information under the Employment Rights Act 1996, the Trade Union and Labour Relations (Consolidation) Act 1992, The Agency Workers Regulations 2010, the Employment Acts 2002 and 2008, the Employee Relations Act 1999, the Equality Act 2010, and all other relevant employment related legislation.

We may also process this information with consent where appropriate and to establish, exercise and defend legal claims

Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation including the submission of the School Workforce Census to the DfE.
- Carry out a task in the public interest

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

- You have given us consent to use it in a certain way, for example accessing staff benefits such as childcare vouchers.
- We need to protect your vital interests (or someone else's interests)

By taking up employment with the Trust you are deemed to have given consent to the Trust for storing, processing and sharing your data as per this privacy notice

You may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

## Collecting staff 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 staff data

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.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our School Records Management Policy available on the School's website.

## Why we share staff information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

E.g. we share staff data with the Department for Education (DfE) or local authority.

## Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The department 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 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 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.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

## Who do we share staff information with?

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

- Harrow Council
- Department for Education (DfE)
- The Teaching Regulation Agency
- The Teacher's Pension Service
- The Local Government Pension Scheme
- External Service providers – to enable them to provide the service we have contracted them for, such as our human resources, payroll, IT, insurance and health and safety provider
- Financial organisations including the School's bankers to enable processing of payroll
- HMRC
- Designated legal advisors
- Our auditors - to meet the requirements of the Academies Financial Handbook and the Academies Accounts Direction.
- Trade unions and association
- Professional advisers and consultants
- The Police or other authorities with a legitimate need and/or a legal entitlement to the information
- Employment and recruitment agencies

The list is not exhaustive and will change over time. We require third parties to respect the security of your data and to treat it lawfully. We would not approve our third-party service providers to use personal data for their own purposes. We only permit them to process your personal data for specified purposes according to our instructions

## How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about you that we hold. You can request erasure of your personal information if you believe there is no good reason for us continuing to process it. We will endeavour to respond to requests within the legal time frames (one calendar month).

If you would like to make a request, please contact our School Business Manager (SBM)

Sukhi Cooper: [data@thejubileeacademy.org.uk](mailto:data@thejubileeacademy.org.uk)

You also 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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

## Changes to the privacy notice

We reserve the right to update this privacy notice at any time and will load updated copies to our school website

## 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.

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**:

Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
Telephone: 0203 326 9174  
Lead Contact: Craig Stilwell

Reviewed Jan 2020