

GDPR privacy notice for the school workforce

The General Data Protection Regulation 2018 (GDPR) is a set of rules designed to make sure that people's personal data is kept safe and is not used inappropriately. For the purposes of this Privacy Notice the term "Trust" refers to The Diocese of Gloucester Academies Trust and all of its member schools and academies. The term 'data subject' refers to the member of staff to whom the data belongs.

Who processes your information?

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

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

Why do we need your information?

The Trust have the legal right and a legitimate interest to collect and process personal data relating to those we employ to work either in the central team or in its academies. 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

Staff members' personal data is also processed to assist in the running of the Trust, 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:

Employment checks:

- Failure to provide the Trust with ample proof of the right to work in the UK will prevent employment by the Trust.
- Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

- 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.

Why is 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

Which data is collected?

The personal data the Trust will collect from its workforce includes the following:

- full name and address
- national insurance numbers
- characteristics such as ethnic group
- employment history
- remuneration details
- proof of qualifications
- absence information
- bank account details
- medical information
- emergency contact details
- gender
- memberships of political parties
- Sexuality

The collection of personal information will benefit both the Trust and the Department for Education and the local authority 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 School Teachers' Review Body.

Will your personal data be sought from third parties?

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless there is a legal requirement for the Trust to do so.

How is your information shared?

The 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 the Local Authority and the DfE. This includes the following the annual DfE Workforce Census.

How long is your data retained for?

Staff members' personal data is retained in line with the Trust's Data Retention Policy which is available on the Trust website.

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.

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 Trust or one of its individual academies 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 Trust or one of its individual Academies processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.dgat.org.uk where you can download our GDPR Data Protection Policy and Data Retention Policy or the Gov.UK [website](#), or

For any queries on anything in this privacy notice contact

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