

# CHANCERY MULTI ACADEMY TRUST

## PRIVACY NOTICE

**Trust Workforce: those employed or otherwise engaged to work at an academy or the Trust**

Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy 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 within our trust.

We, Chancery Multi Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Yvonne Hilditch (see 'Contact us' below).

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work within our multi academy trust.

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

- Personal contact information such as name, title, addresses, telephone numbers, personal email address and NI number)
- Date of birth
- Gender
- Marital status and dependants
- Next of kin and emergency contact numbers
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Start date
- Location of employment or workplace
- Recruitment information including copies of right to work documentation, references and other information included in a CV or cover letter received as part of the application process
- Employment records including job titles, work history, working hours, training records and professional memberships
- Performance information
- Disciplinary and grievance information
- CCTV footage and other information obtained through electronic means such as the signing in system

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):

- Information about your race, ethnicity, religious beliefs, sexual orientation, nationality and country of birth
- Trade union membership



- Information about your health, including medical conditions, and health and sickness record
- Information about criminal convictions and offences.

### Why we use this data

The purpose of processing your personal data is to help us run the trust, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Allow better financial modelling and planning
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Making decisions about recruitment or appointment
- Determining the terms on which you work for us
- Checking that you are legally entitled to work in the UK
- Paying you and deducting tax, national insurance and pension contributions
- Administering the contract we have entered into with you
- Business management and planning, including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements
- Making decisions about salary reviews and compensation
- Assessing qualifications for a particular job or task, including decisions about promotions
- Gathering evidence for possible grievance or disciplinary hearings
- Making decisions about continued employment or engagement
- Education, training and development requirements
- Dealing with legal disputes involving you and other employees, workers and contractors including accidents at work
- Ascertaining your fitness for work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- To ensure that network and information security, including preventing unauthorised access to our computer and electronic communication systems and preventing malicious software distribution
- To conduct analytical studies to review and better understand employee retention and attrition rates
- Equal opportunities monitoring

The purpose of processing your personal data is to help us run the trust, including to:

- We will use information relating to leave of absence, which includes sickness absence or family related leaves, to comply with employment and other laws.
- We will use information about the physical and mental health, or disability status, to ensure that your health and safety in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to monitor and manage sickness absence and to administer benefits
- We will use information about your race, nationality or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure

- meaningful equal opportunity monitoring and reporting
- We will use trade union membership information to pay trade union premiums register the status of a protected employee and to comply with employment law obligations.
- We envisage that we will not hold information on criminal convictions. We would only collect this data if it is appropriate given the nature of the role and where we are legally able to do so.

### **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 a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

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)

Where you have provided us with consent to use your data, 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.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the trusts'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**

Personal data is stored in line with our data protection policy.

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

The MAT uses the following electronic systems:

- SIMS
- Parentmail pmx
- Evolve

- Prime
- Single Central Record – kept on a password protected computer
- PS Financials

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention schedule.

You can request a copy of our retention schedule or data protection policy from the school or trust office.

### **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:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education under section 5 of the Education(Supply of Information about the School Workforce) (England) Regulations 20017 and amendments
- Your family or representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll and Human Resources
- Financial organisations
- Central and local government
- Our auditors
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

### **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'** to gain access to personal information that the trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- 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.

### 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.

## 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**:

- Yvonne Hilditch, 01270 845783, [admin@excalibur.cheshire.sch.uk](mailto:admin@excalibur.cheshire.sch.uk)