



Privacy Notice - Staff

Policy Owner	A. Pearson
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1. How we use employee information

Under UK data protection law, individuals have a right to be informed about how their employer uses any personal data held about them. New College Durham Academies Trust (the Trust and associated schools) is the data controller for the purposes of data protection law and is registered with the Information Commissioner's Officer (ICO), registration number ZA203589.

This Privacy Notice explains how we collect, store, and use personal data about the individuals we employ, or otherwise engage, to work at our schools.

We take the security of your data very seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed and is not accessed except by authorised employees in the performance of their duties and relevant service providers.

2. The categories of information processed

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

- personal information (such as name, date of birth, gender, passport number, Visa ID, marital status, driving licence reference, email address, telephone number, photo ID)
- next of kin and emergency contact numbers
- contract information (such as employee or teacher number, start date, hours worked, contract type, job title, salary information, annual leave, DBS certificate reference, pension, and benefits information)
- information relating to family related absence e.g. maternity, paternity, adoption and shared parental leave (such as dates, eligibility information from you and your partner if applicable, details of placement or birth dates)
- attendance data (including times and dates, number of absences and reasons)
- 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 an application form, CV or cover letter or as part of the application process
- qualifications and employment history records, including work history, job titles, working hours, employment references, training records and professional memberships
- performance and appraisal information
- outcomes of any disciplinary and/or grievance procedures
- photographs, for ID badges or to identify our staff to the wider public. (We follow DfE guidance in displaying staff details and roles via our schools' websites and notice boards, to give pupils and parents a clear picture of who is working at the school.)
- CCTV footage

- Data about your use of the Trust's and school's information and communications 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):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Trade union membership
- Health, including any disability or medical conditions, and sickness records
- Criminal convictions
- Biometric data which allows the identification of an individual by fingerprint to allow authorisation for example to pay for a school meal

This list is not exhaustive.

3. Why we collect employee information

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

- Establish an employment relationship between you and the Trust
- Enable you to be paid within your employment, including appropriate deduction of tax and National Insurance contributions
- Facilitate safer recruitment and maintaining the single central record, as part of our safeguarding obligations towards pupils
- Enable the provision of employee benefits including membership of pension schemes
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector, including the completion of statutory staffing returns e.g. to the DfE and ONS
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Meet audit or statutory requirements e.g. regarding expenses claims.

4. The legal basis on which we process this information

Personal information is collected from you to meet and discharge our contractual obligations and statutory duties as your employer.

If you fail to provide the personal information requested, amongst other things we may not be able to provide you with employment or a service for which you may be entitled or have requested.

The legal basis for the use of your personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties as your employer
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a school
- To meet our contractual obligations in relation to your statement of employment contract with us
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – for example providing data to pensions providers or third-party health and wellbeing providers

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's use of your data.

We collect this information in a variety of ways. For example, data is collected through application forms, from forms completed by you at the start of or during employment, data collection forms, computer records, signing in/out records, CCTV footage; biometric capture for the purposes of charging for meals, from your passport or other identity documents such as your driving licence, from correspondence with you, or through interviews, meetings or other assessments (for example, team development/appraisals).

In some cases, we collect personal data about you from third parties, for example, references supplied by former employers and/or information from criminal records checks (known as DBS checks) permitted by law.

Workforce data is essential for the Trust's operational use. Whilst most of the personal information you provide to us is mandatory, some of it is requested on a voluntary basis. To comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

5. Storing employee information

Personal data is stored in a range of different places, including your school personnel file, single central records, the school MIS, the Trust's HR, Payroll and Finance system and in other IT systems (including the Trust's email system). The information is kept secure and is only used for purposes directly relevant to your employment, or for audit and census information.

Once your employment with us has ended, we will retain your personal file and associated data and delete the information in it in accordance with the Trust's Data Retention Policy and Schedule.

6. Who we share employee information with

We do not share information about you 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:

- other schools within the Trust
- the local authority
- the Department for Education
- your family or representatives
- educators and examining bodies
- regulatory bodies e.g. Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as employee benefits
- financial organisations
- central and local government
- our auditors
- survey and research organisations
- trade unions and associations
- health authorities
- security organisations
- health and social welfare organisations
- professional advisers and consultants
- police forces, courts, tribunals
- professional bodies

9. Transferring data internationally

When we share information or store it in our Trust and school systems, your data may be transferred outside of the UK. Where this is the case, we will ensure organisational and technical measures are in place, including any necessary contracts, agreements or clauses necessary to protect your data and in compliance with UK Data Protection legislation.

10. Your rights over your information

You have several rights over how your personal data is used and kept safe, including the right to:

- Ask to access your personal data, known as a Subject Access Request
- Say that you do not want it to be used if this would cause, or is causing, harm or distress
- Say that you do not want it used to make automated decisions about you (decisions made by a computer or machine, rather than by a person)
- Have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- You may also ask us to send your personal information to another organisation electronically in certain circumstances.

To exercise any of these rights, please contact dpo@ncdat.org.uk. [Please note that there are certain circumstances where a request may be refused in line with data protection legislation.](#)

11. Contact us

Should you wish to exercise any of your rights, or should you have any questions, concerns, or you would like more information about anything mentioned in this Privacy Notice, please contact the Trust at dpo@ncdat.org.uk. Alternatively, you can contact our Data Protection Officer Sarah Burns via sarah.burns@data2action.co.uk.

12. Complaints

We take any complaints about our collection and use of your 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 the school direct or with our DPO in the first instance.

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

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

<https://ico.org.uk/concerns/>
Call: 0303 123 1113