



Privacy Notice (staff)

You have a legal right to be informed about how Carlton le Willows Academy uses any personal information that we hold about you. This privacy notice explains how we collect, store and use your personal information. Carlton le Willows Academy is the data controller of the personal information you provide to us. This means the Academy determines the purpose and the way in which any personal information is to be processed.

As the data controller, Carlton le Willows Academy's staff and governors are committed to an integrated, systematic, comprehensive and proactive approach to privacy and the protection of personal information at all levels.

1. Why do we collect and use personal information?

Carlton le Willows Academy collects and uses personal information for the purposes of operating a comprehensive school and Sixth Form. As well as collecting personal information from the individual, we may also receive personal information from educational establishments attended, previous employers, the local authority (LA) and/or the Department for Education (DfE).

This privacy notice cannot provide exhaustive detail of all aspects of Carlton le Willows Academy's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. If you have any questions or require more details or clarification on this privacy notice, you can contact our Data Protection Officer, Ms Catherine Millward via DPO@gnetacademies.co.uk

Typical use of your personal information includes, but is not restricted to:

- facilitating safe recruitment
- enabling individuals to be paid
- supporting income tax, National Insurance and pension payment calculations
- enabling sickness monitoring
- enabling leave payments (such as sick pay and parental leave)
- enabling the development of a comprehensive picture of the workforce and how it is deployed
- supporting effective performance management
- informing the development of recruitment and retention policies
- informing financial audits of the school
- fulfilling our duty of care towards our staff
- supporting staff CPD
- supporting health and safety
- informing national workforce policy monitoring and development
- assessing the quality of our services
- supporting safeguarding
- complying with the law regarding data sharing

2. Our legal basis for using this personal information

We only collect and use personal information when the law allows us to. Most commonly, we process it where:

- we need to comply with a legal obligation such as safe recruitment
- we need it to perform an official task in the public interest such as passing information to the DfE.

Less commonly, we may also process personal information in situations where:

- we have obtained consent to use it in a certain way, such as biometrics in the Academy canteen
- we need to protect the individual's vital interests (or someone else's interests) such as safeguarding.

While much of the information we collect is mandatory, for some information you have a choice whether to give it to us or not.

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

3. What personal information do we collect?

The personal information we collect, hold and share includes, but is not restricted to:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including gender, health, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- payroll information
- qualifications (and, where relevant, subjects taught)
- family details (such as next of kin)
- any relevant medical information
- visual images (ID badges, photographs, video and CCTV)
- biometric data

4. How do we collect the personal information?

Whilst much of information you provide to us is mandatory, in some cases we will need your consent to use your personal information. We may also receive information from educational establishments attended, previous employers, the local authority (LA) and/or the DfE.

To comply with the General Data Protection Regulation (GDPR), we must inform you whether you are required to provide certain personal information to us or if your consent is necessary. Some examples where consent is required include, but are not restricted to:

- **Photographic Images**
Photographic images are only used externally with consent and this consent can be withdrawn at any time. When taking photographs or videos intended for external publication on our website or in our Academy marketing material, we must have consent from any individuals who are photographed or videoed.

We will respond promptly to any request to remove photographic images or videos from our website or marketing material where the person making such a request has a right to do so in accordance with their data protection rights.

- **Biometric Data**

Biometric data is only collected and used with consent and this consent can be withdrawn at any time. The Academy operates biometric recognition systems for purchasing food in the canteen. If consent is not given for biometric access, we will provide suitable alternative access to these services.

5. Storing staff data

We maintain information in accordance with our retention schedules which specify timescales for how long we hold your information and we comply with any legal minimum period for retention.

6. Whom do we share personal information?

We share personal information with other people including, but not restricted to:

- our local authority
- the DfE
- commissioned providers of personnel and payroll services
- schools within the Greater Nottingham Education Trust (GNET)
- schools or employment that staff attend or may attend after leaving us
- our regulator Ofsted
- health and social welfare organisations such as the NHS
- suppliers and service providers to enable them to provide contracted services, such as exam boards
- our auditors
- survey and research organisations
- security organisations
- legal and professional advisers and consultants
- charities and voluntary organisations
- police forces, courts, tribunals

We do not share personal information with anyone without consent unless the law allows us to do so. We are required to share data about our staff members with our local authority (LA) and the DfE under the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

Data collection requirements

The DfE has legal powers to collect the pupil, child and workforce data that schools, local authorities and awarding bodies hold. The legislation which allows this is the Education Act 2005.

To find out more about the data collection requirements placed on us by the DfE, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share data 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 DfE 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 the DfE's 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 DfE's data sharing process, please visit:

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

To contact the DfE: <https://www.gov.uk/contact-dfe>

7. Requesting access to your personal data and other rights

Under data protection legislation, individuals have the right to request access to information about them that we hold. This is called a subject access request (SAR). To make a request for your personal information, contact our Data Protection Officer, Ms Catherine Millward via DPO@gnetacademies.co.uk

You have a number of rights in relation to your personal data although there are some restrictions where a lawful exception applies. Your rights include the right to:

- be told of data processing (which is covered by this Privacy Notice)
- access your information (Subject Access Request)
- object to processing of personal information in certain circumstances
- have inaccurate personal information rectified and, in certain circumstances, restricted, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- withdraw consent
- to obtain and reuse your personal information for your own purposes across different services (data portability).
- complain to the Information Commissioner's Office

If you have a concern about the way we are collecting or using your personal data, you have the right to complain to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Alternatively, if you have a concern you may contact our Data Protection Officer via DPO@gnetacademies.co.uk

8. How to contact us

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer via DPO@gnetacademies.co.uk

If you require more information about how the Local Authority or DfE store and use this data, please go to the following websites:

<http://www.nottinghamshire.gov.uk/privacy/>

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

If you are unable to access these websites, please contact the LA or the DfE as follows:

The Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham, NG2 7QP
Email: DPO@nottsc.gov.uk

Department for Education
Piccadilly Gate
Store Street
Manchester, M1 2WD

<https://www.gov.uk/government/organisations/department-for-education>

Tel: 0370 000 2288.

9. Changes to this privacy statement

We keep our privacy notice under regular review.

Any changes we may make to our privacy notice in the future will be posted on our Academy intranet.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of Carlton le Willows Academy's collection and use of personal data. However, we are happy to provide any additional information or explanation needed. Any request for this should be sent to our Data Protection Officer via DPO@gnetacademies.co.uk