

## **Employee Privacy Notice (How we use school workforce information)**

Creative Education Trust collects and holds staff data to administer payroll, pensions, training and appraisal, monitor equal opportunities, employ you and manage your access to various services such as IT facilities and buildings, in order to fulfil the contract between you and us. In addition, we are legally obliged to collect, retain and disclose certain information about you, for example to ensure you pay the correct rate of taxation, to fulfil our statutory reporting duties and comply with other obligations.

For the purpose of data protection laws, we are a data controller, and we are registered as a data controller within the Information Commissioner's Office under number ZA144011.

### **The categories of school workforce information that we collect, process, hold and share include:**

- Personal information (such as name, employee number, biometric data, NI number)
- Other personal information (such as bank details, performance management and emergency contact)
- Special categories of data (such as gender, age, ethnic group and disability information)
- Contract information (such as start dates, hours worked, post, roles and salary)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Safeguarding information (such as DBS number and where appropriate details of criminal convictions)

### **Why we collect and use this information**

We use school workforce data to:

- Enable the development of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Allow better curriculum and financial modelling and planning
- Review and improve the management and performance of the workforce



## **The lawful basis on which we process this information**

We collect and use staff information under GDPR, Article 6(1):

- where it is necessary for the performance of a contract to which the data subject is party (e.g., payment of salary above);
- to take steps at the request of the data subject prior to entering a contract (e.g., as part of a recruitment process); or
- our legitimate interests in ensuring the productivity and success of our workforce (e.g., record staff briefings / All Hands type meetings so that those absent can view and listen to the same when they are able to).

Under Article 9(2) of the GDPR, special categories of personal data will only be processed regarding staff for the purposes of carry out our obligations in the field of employment.

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

## **Storing this information**

We usually hold school workforce data for six years following the termination of employment, however some of this information may be removed prior to this. Please refer to our Records Management Policy for more information.

## **Who we share this information with**

We routinely share this information with:

- Local authorities
- Department for Education (DfE)
- Employers (references)
- Pension providers (LGPS/TPS)
- Disclosure and barring service
- Teaching Regulation Agency
- Occupational health services

3rd Party Applications such as:

- iTrent (Payroll)



- Microsoft
- PS Financials

### **Why we share school workforce information**

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

### **Department for Education (DfE)**

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

We are required to share information about our staff with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **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.

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.

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.

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



## **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Trust's Data Protection Officer, via email at [dpo@creativeeducationtrust.org.uk](mailto:dpo@creativeeducationtrust.org.uk) or by post at the following address: Data Protection Officer, Creative Education Trust, 67-68 Long Acre London WC2E 9JD.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- 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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

## **Further information**

If you would like to discuss anything in this privacy notice, please email [dpo@creativeeducationtrust.org.uk](mailto:dpo@creativeeducationtrust.org.uk)