



Privacy Notice for Trust Workforce

This privacy notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or who otherwise engage to work at our school

For the purposes of data protection legislation, the Willow Learning Trust (WLT) is the Data Controller. This means it is in charge of personal data about you. If you want to contact us about your personal information you can contact our Data Protection Officer via email: DPOfficer@glenthorne.sutton.sch.uk

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at any Willow Learning Trust School. This is for employment purposes to assist in the running of the school and / or to enable individuals to be paid.

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Personal data held

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it and whether there is a legal requirement on the WLT to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided. Data collected includes:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- 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 Application Form, as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of Driving License, if appropriate
- Information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Information about trade union membership (if you chose to supply this information to us).

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which the WLT is subject, for example our duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function, which is a function in the public interest.
- Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector,
- enabling 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; and
- supporting the work of the School Teachers' Review Body.

Use of your personal data in automated decision making and profiling

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to. We are required by law to pass on some of the personal data we collect to:

- Disclosure and Barring Service (DBS) for the purposes of carrying out checks on your suitability for work with children
- Relevant local Authority
- The Department for Education (DfE)/Government agencies/HMRC
- Police Forces, courts, tribunals
- Payroll & Pension providers
- Salary Sacrifice scheme provider (if relevant)
- Auditors
- HR & Payroll Software providers
- OFSTED/Inspection services
- Health authorities

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>
- <http://www.sutton.gov.uk/index.aspx?articleid=3398>

Where the Trust is required to transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the WLT is subject, for example our legal duty to safeguard pupils.
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your information

We only keep information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Retention Policy which is available on WLT Sharepoint.

You have these rights:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you (although we may have good reasons why we cannot do this)
- Ask for our processing of your personal data to be restricted
- Ask for us to transfer your information to another organisation

- Object to us processing your information

There is more information in our Data Protection Policy which is available on <https://glenthornehighschool.sharepoint.com/sites/Policies>

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer, currently Mr Steve Hume email address: DPOfficer@glenthorne.sutton.sch.uk

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer.

If you are not happy the outcome, you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number.