



## PRIVACY NOTICE - STAFF

### Use of Personal Data

The Rodillian Multi Academy Trust (“the Trust”) uses personal data about Employees. Employees have a right to be informed about how the Trust uses any personal data that we hold about them. This Privacy Notice explains how we collect, store and use personal data about individuals we employ or otherwise engage to work within the Trust.

The Trust is the data controller for information collected about employees. This means it determines the purposes for which, and the manner in which, any personal data relating to staff is to be processed. The Head of Governance and Compliance is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at [amarham@rodillianacademy.co.uk](mailto:amarham@rodillianacademy.co.uk) or [DPO@rodillianacademytrust.co.uk](mailto:DPO@rodillianacademytrust.co.uk) or write to them at

Data Protection Officer  
The Rodillian Multi Academy Trust  
The Rodillian Academy  
Longthorpe Lane  
Lofthouse  
Wakefield  
WF3 3PS

### Why do we need your Information?

We process personal data in order to meet the safeguarding requirement set out in UK employment and childcare law including the following:

- Funding Agreements with the Department for Education (“DfE”);
- [Safeguarding Vulnerable Groups Act 2006](#);
- The Guidance “Keeping Children Safe in Education”;
- [The Childcare \(Disqualification\) Regulations 2009](#)

Staff members’ personal data is also processed to assist in the running of the Trust and its Academies for the following reasons:

- To provide education and associated functions;
- For employment contractual requirements;
- For employments checks, e.g. right to work in the UK and Safeguarding checks;
- To enable individuals to be paid;
- To support professional development;
- To inform the development of recruitment and retention policies;
- To enable the development of a comprehensive picture of the workforce and how it is deployed;
- To enable equalities monitoring;
- To allow better financial modelling and planning;
- To assess the quality of our services;

- To comply with the law regarding data sharing.

Accordingly, the Trust has a legal requirement and legal interest to collect and process personal data relating to those we employ.

### Information that we collect, process, hold and share includes:

- Personal information (i.e. name, address, employee or teacher number, national insurance number);
- Characteristics (i.e. age, gender);
- Special categories of data (i.e. ethnicity, biometrics, health);
- CCTV images;
- Photographs;
- Video recordings (i.e. high quality teaching videos and online content);
- Contract information (i.e. start dates, hours worked, post, roles and salary information);
- Work absence information (i.e. number of absences and reasons);
- Performance (i.e. capability and disciplinary matters);
- Qualifications;
- Recruitment information;
- Information relevant to school workforce census and absence information;
- Relevant medical information;
- Remuneration information (i.e. pension membership, bank information).

### The Lawful Basis on which we process this Information

- Article 6 1(b) of the United Kingdom General Data Protection Regulation (“[GDPR](#)”) which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

### Collecting workforce information

Whilst the majority of information that you provide to us is mandatory, some of it is provided on a voluntary basis. In order to comply with data protection legislation, we will inform you when your consent is required. Staff members' personal data may be obtained and processed from third parties where the law requires us to do so.

### Storing Information

Personal data is stored in line with our Records Management and Data Protection and Information Governance Policies. In accordance with data protection legislation, it is only retained for as long as necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

### Data Transferred outside the UK

Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

### Who we share data with

We do not share information about our workforce with anyone without permission unless the law and our policies allow us to do so. Where necessary third parties may process personal information. Where this is required, the Trust places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights. We share information with the following:

- Local Authorities
- DfE
- Education Skills Funding Agency
- Ofsted
- Independent Schools Inspectorate
- Professional bodies
- Trade Unions
- HMRC
- Benefits agencies (e.g. Dept. for Work & Pensions)
- Police and courts
- Social Services
- Payroll providers
- Teachers' Pension Scheme
- Local Government Pension Scheme
- Occupational health and wellbeing providers
- Management Information Systems (e.g. Capita, SIMS, iTrent, Safeguarding and accident reporting systems)
- Text and Email communication systems
- Cashless payment systems
- Catering Providers
- IT Contractors
- Recruitment Service Providers
- Print Management Software providers
- Providers of visitor management and access control systems
- Residential trip organisers and insurers
- Providers of online learning resources
- Providers of financial management software
- Photography and design agencies



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- Trust Auditors
- Your family or representatives
- Those that requests references from us

### What are your Rights?

As data subjects, staff have specific rights in relation to the processing of their data by the Trust. They have a legal right to:

- Request access to the personal data that Star Academies holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests must be submitted to the Data Protection Officer. All requests will be considered in line with the legal rights of the staff member concerned and the Trust's legal obligations.

Where explicit consent has been given for the processing of data, consent may be withdrawn at any time. This will not affect any personal data that has been processed prior to consent being withdrawn.

If you have a concern about the way the Trust is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>

### How the Government uses your data?

We are required to share information about Trust staff with the DfE under [section 7 of the Education \(Supply of Information about the School Workforce\) \(England\) \(No.2\) \(England\) Regulations 2007](#).

The staff data that we lawfully share with the DfE through data collections:

- Informs departmental policy in pay and the monitoring of the effectiveness and diversity of the school workforce;
- Links to school funding and expenditure; and
- Supports "longer term" research and monitoring of educational policy

To find out more about the data collection requirements placed on us by the DfE go to

<https://www.gov.uk/education/school-census-and-slasc>

### Sharing by the DfE

The DfE 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;



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- Producing statistics; and
- 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 its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

If you want to see the personal information held about you by the DfE, you should make a “subject access request”. Further information on how to do this can be found within the DfE’s personal information charter that is published at the following address:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You may contact the DfE with any queries, by visiting: <https://www.gov.uk/contact-dfe>