



## Privacy Notice for Workforce

### for ACT and the following Academies:

Our Lady of Lourdes Catholic Primary School  
Sacred Heart Catholic Primary School  
St Helen's Catholic Primary School  
Holy Family Catholic Primary School  
St Teresa's Catholic Primary School  
St Joseph's Catholic Primary School  
St George's Catholic Primary School  
Our Lady of Ransom Catholic Primary School  
St Thomas More High School

**This Privacy Notice for Workforce has been approved and adopted by the Assisi Catholic Trust in September 2023 and will reviewed in September 2026.**

### **Committee Responsible: Audit and Risk Committee**

#### Assisi Catholic Trust Mission Statement

*Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we are committed in partnership to ensure this happens.*

#### Motto

*'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'*

## Privacy Notice for Workforce

Where this Privacy Notice states 'Schools' it shall mean all the Academies in the Assisi Catholic Trust.

In this privacy notice 'we', 'us' and 'our' means the Assisi Catholic Trust

This privacy notice tells you what to expect us to do with your personal information when you provide us with your personal data. We need to hold personal information about you on our computer systems and in paper records to help with the daily running of the Trust and each Academy.

The Trust and each Academy are the data controllers of the personal information we process and are responsible for its accuracy and safe keeping. Please help to keep our records up to date by informing us of any change of circumstances.

Senior staff and in some circumstance's administration staff have access to your records to enable them to do their jobs. Anyone with access to your record is properly trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date. All information about you is held securely, and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

In some cases, your data may be outsourced to a third-party processor. Where we outsource data to a third-party processor the same data protection standard that The Trust and each Academy upholds are imposed on the processor.

The School Data Protection Officer will oversee and monitor our data protection policies and procedures and ensure we remain compliant with the UK General Data Protection Regulation and the Data Protection Act 2018.

Within this Privacy Notice the workforce refers to those employed to teach, or otherwise engaged to work within the Trust or any of its Academies.

### What is personal information?

Personal information can be any information relating to a living person who can be directly or indirectly identified by reference to an identifier. A personal identifier includes your name, location, online identifier and identification numbers.

### The categories of information that we collect, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number and address)
- Characteristics (such as ethnicity, language, nationality, country of birth, age and 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)
- Qualifications (and, where relevant, subjects taught)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Relevant medical and dietary information
- Financial information
- Photographs
- Disciplinary records
- Images recorded by security CCTV systems on Trust premises

## What is 'Special Category' personal information?

Some information is 'special' and needs more protection due to its sensitivity. It's often information you would not want widely known and is very personal to you. This is likely to include anything that can reveal your:

- sexuality and sexual health
- religious or philosophical beliefs
- ethnicity
- physical or mental health
- trade union membership
- political opinion
- genetic/biometric data

## Why we collect and use your information

We use school workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- enabling ethnicity and disability monitoring

## The lawful basis on which we use this information

The Trust and Academy holds the legal right to collect and use personal data relating to the workforce. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and Data Protection Act 2018.

Generally, we will collect and use personal information where:

- you have given consent
- you have entered into a contract with us
- it's necessary to perform our statutory duties
- it's required by law

- It's necessary for legal cases

We process this information under:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2)(b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Whilst the majority of the personal data you provide to is mandatory, some is provided on a voluntary basis. When collecting data, we will inform you whether you are required to provide this data or if your consent is needed. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used.

In circumstances where we have consent to use your personal information, you have the right to remove it at any time. If you want to remove your consent, contact our data protection officer.

## How long is your data stored for?

We hold workforce data whilst in employment and for 6 years following the date you leave the organisation. Where we feel the need for the data to be retained for longer, for example in the case of a possible employment tribunal, the information will be stored for up to 6 years after the full completion of the case or in compliance with our retention schedule.

## Who we share workforce information with?

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

We are required to share information about our workforce members with the local authority (LA) under section 5 of the Education (Supply of information about the School workforce) (England) Regulation 2007 and amendments.

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 education attainment.

Where necessary or required we may also share information with:

- School staff and boards
- Financial organisations
- The Local Authority and commissioned providers of Local Authority services

- NHS and healthcare professionals
- the Diocese of Brentwood
- Social and welfare organisations
- Law enforcement organisation and courts
- Disclosure and Barring Service (DBS)
- Current, past or prospective employers
- Voluntary and charitable organisations
- Business associates and other professional advisers
- Suppliers and service providers
- Security organisations
- School trip organisations

## Your Rights

### Your right of access

You have the right to ask for copies of your personal information. This right always applies and is commonly known as making a 'subject access request'. There are some exemptions, which means you may not always receive all the information we process for example, if information is likely to cause serious harm to the physical or mental health or condition of you or any other person.

Information relating to or provided by a third person who has not consented to the disclosure, including images removed or obscured may be withheld. If we can't give you some or any of the information, we will tell you why.

To make a request for your personal information, please contact our data protection officer clearly stating:

- Your name and contact details
- The Information you want
- Any details or relevant dates that will help us process your request.

### You also have the right to:

- object to processing of personal data in some circumstances.
- 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 Regulation

Article 22 of the GDPR has additional rules to protect individuals from decisions made solely for the purpose of automated decision-making and profiling. We do not carry out any automated decision-making and/or profiling on the workforce.

## Data Protection Officer

The Trust has an independent data protection officer service supplied by Data Protection Enterprise Ltd. Data Protection Enterprise Ltd is an organisation who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the GDPR please contact: [dpo@assiscatholictrust.com](mailto:dpo@assiscatholictrust.com)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the School in the first instance.

## How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added, and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

We use traffic log cookies to identify which pages are being used. This helps us to analyse data about web page traffic and improve the website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Further information on deleting and controlling cookies can be found at:

- [www.aboutcookies.org](http://www.aboutcookies.org)
- [www.allaboutcookies.org](http://www.allaboutcookies.org)

## Contact Us

If you have any queries about how your personal information is handled contact our Data Protection Officer at [dpo@assiscatholictrust.com](mailto:dpo@assiscatholictrust.com)

For independent advice about data protection, privacy and data sharing issues, you can also contact the Information Commissioner's Officer at: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow SK9 5AF. Tel: 0303 123 1113 Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)  
Website: [www.ico.org.uk](http://www.ico.org.uk)