



THE BLESSED EDWARD BAMBER CATHOLIC MULTI ACADEMY TRUST

# Privacy Notice – Workforce Information

This is a Trust-Wide Policy which applies to all academies within the Trust

<b>Version:</b>	<b>1.1</b>
<b>Adopted:</b>	<b>Spring Term 2021</b>
<b>Next Revision Date:</b>	<b>Summer Term 2023</b>

## How we collect workforce information

We collect workforce information via application forms at the start of your employment and in the course of your employment through routine activities such as performance reviews.

Workforce data is essential for the performance of your contract and the schools' operational use. Whilst the majority of workforce information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of whether you are required to provide certain personal information to us or if you have a choice in this.

## Categories of information

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

- Personal information (such as name, employee or teacher number, contact details)
- Characteristics information (gender, age, 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)
- Relevant medical and emergency contact information
- Payroll information (bank details and national insurance number)
- Video information captured by CCTV for security purposes
- Biometric information

## Why we collect and use this 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
- Enable individuals health and safety
- Enable individuals personal development
- Meet our statutory requirements

## The lawful basis on which we use this information

We collect and use selected workforce information under the lawful basis of article 6(1)(b) performance of a contract as we process your personal information as part of your employment contract.

We collect and use selected workforce information under the lawful basis of article 6(1)(c) legal obligation where it is necessary to use your personal information to comply with the law e.g. health & safety, HMRC returns. In exceptional circumstances the lawful basis of article 6(1)(e) vital interests may be relied on where we need to protect an employee's life e.g. the emergency services.

## Who we share workforce information with

We routinely share workforce information with:

- the Department for Education (DfE)
- third parties who we have engaged to deliver training and development

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

### **How we store workforce data**

We hold workforce data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule please contact the Trust Business Manager

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

Under data protection legislation, employees have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Trust's Data Protection Officer:

Data Protection Officer, Blackpool Council  
[SchooldPO@blackpool.gov.uk](mailto:SchooldPO@blackpool.gov.uk) or Blackpool Council, PO Box 4, Blackpool, FY1 1NA

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
- A right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.