

Privacy Notice for Veritas MAT Workforce



How we use workforce information

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

The categories of school information that we process include:

- Personal information (such as name, employee or teacher number, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, 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 information
- Photographs (for staff identification and safeguarding purposes)

Why we collect and use workforce information

We use workforce data to:

- Enable individuals to be paid
- Support pension payments and calculations
- Enable sickness monitoring
- Enable leave payments (such as sick pay and maternity leave)
- Develop a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Inform financial audits of the school
- Fulfil our duty of care towards our staff
- Inform national workforce policy monitoring and development
- Fulfil our duty of safeguarding

Under the General Data Protection Regulation (GDPR), the legal basis / bases we rely on for processing personal information for general purposes are set out below.

We rely on having a legitimate reason as your employer to collect and use your personal information, and to comply with our statutory obligations, and to carry out tasks in the public interest. If we need to collect special

category (sensitive) personal information (as stated in Article 6), we rely upon reasons of substantial public interest (equality of opportunity or treatment(as stated in Article 9).

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

Collecting workforce information

We collect personal information via a Staff Data Collection Sheet.

Workforce data is essential for the Veritas Trust and each school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Veritas MAT website.

Who we share workforce information with

We routinely share this information with:

- Department for Education (DfE)
- Kent County Council Management Information
- Commissioned providers of personnel and payroll services including Capita
- Schools across the network of Veritas MAT
- Kent Multi Academy Trust Association(for training events)

Why we share school workforce information

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

Local authority

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

Department for Education

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 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

- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases 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 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.

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.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

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 data protection officers listed below in the contact section.

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 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

For the Trust: Adam Atkinson-Deputy Headteacher c/o Warden House Warden House Primary School, Birdwood Avenue, Deal CT14 9SF e. adam.atkinson@warden-house.kent.sch.uk

For Warden House: Adam Atkinson-Deputy Headteacher c/o Warden House Warden House Primary School, Birdwood Avenue, Deal CT14 9SF e. adam.atkinson@warden-house.kent.sch.uk

For Pilgrims' Way Emma Campbell - Deputy Headteacher Pilgrims' Way Pilgrims' Way Primary School, Pilgrims' Way, Canterbury CT11XU e. emma.campbell@pilgrims-way.kent.sch.uk