

# Privacy Notice for Staff

## (How we use school's workforce information)

### Introduction

Under Data Protection law, individuals have a right to be informed about how the trust/school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

We, Bedfordshire Schools Trust (BEST), are the 'data controller' for the purposes of Data Protection law. Our Data Protection Officer is Craig Smith, Chief Operating Officer (see 'Contact us' below).

### The personal data we hold

We process data relating to those we employ, or otherwise engage, to work in our Multi-Academy Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, contact details, employee or teacher number)
- Next of kin and emergency contact numbers
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, role, salary information)
- 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 a CV or cover letter or 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 (such as number of absences and reasons)
- Copy of driving license
- Photographs
- CCTV footage
- Vehicle details
- Pecuniary interests
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Biometrics (not used in all our schools)

### Why we collect and use workforce information

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform the development of recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Ensure that Bedfordshire Schools Trust are aware of any conflict of interest
- To enable the use of our biometric food and library services (not available in all our schools)
- For marketing purposes including websites, prospectus and social media

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal information for general purposes are:

- the data subject has given consent to the processing of his or her personal data for one or more specific purposes;
- 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;
- processing is necessary for compliance with a legal obligation to which the controller is subject;
- processing is necessary in order to protect the vital interests of the data subject or of another natural person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing special category information are:

- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes;
- processing is necessary for the purposes 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;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing relates to personal data which are manifestly made public by the data subject;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;
- processing is necessary for reasons of substantial public interest;

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- processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- processing is necessary for reasons of public interest in the area of public health, such as protect against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
- processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### Collecting workforce information

We collect personal information during the application and recruitment process.

Workforce data is essential for the school's / local authority'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 the UK 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 Trust website

<https://www.bestacademies.org.uk under 'Governance'>.

The record retention schedule is based on the Information and Records Management Society's toolkit for schools.

### Who we share workforce information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with Data Protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and workforce census
- Government departments and agencies
- Our regulator, Ofsted – for inspection purposes for meet our legal obligations
- Suppliers and service providers (including online providers) – to enable them to provide the service we have contracted them for, such as payroll, HR, pensions and banking services.

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- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies
- All entities of BEST

### Transferring data internationally

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

### Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our 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 Lead (DPL) for your school – see 'Contact us' section.

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- object to decisions being taken by automated means where it produces a legal or similarly significant effect on you
- a right to seek redress, either through the ICO, or through the courts

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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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the Data Protection Officer or Lead for the relevant setting – see the 'contact us' section below.

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Craig Smith, Chief Operating Officer, BEST  
**Telephone:** 01462 413511  
**Email:** [DPO@bestacademies.org.uk](mailto:DPO@bestacademies.org.uk)

For general school specific queries, please contact the Data Protection Lead for the school:

School	Contact	Telephone Number	Email
Campton Academy	Sarah Fraher	01462 813359	CMA-DPL@bestacademies.org.uk
Castle Newnham	Lauren Crowley	01234 303403	TBC
Etonbury Academy	Haley Sparrow	01462 730391	ETA-DPL@bestacademies.org.uk
Gothic Mede Academy	Michael Warlow	01462 732002	GMA-DPL@bestacademies.org.uk
Gravenhurst Academy	Ewelina Sweedy/Alison Day	01462 711257	GHA-DPL@bestacademies.org.uk
Langford Village Academy	Amanda Meller	01462 629000	LVA-DPL@bestacademies.org.uk
Lawnside Academy	Marissa Stoneham	01767 312313	LSA-DPL@bestacademies.org.uk
Pix Brook Academy	Vicky Lewis	01462 416243	PBA-DPL@bestacademies.org.uk
Robert Bloomfield Academy	Louise Day	01462 628800	RBA-DPL@bestacademies.org.uk
Samuel Whitbread Academy	Ian Butler	01462 629900	SWA-DPL@bestacademies.org.uk
St Christophers Academy	Rebecca Day	01582 500960	SCA-DPL@bestacademies.org.uk
BEST Nurseries: Arlesey Nursery Langford Nursery Shefford Nursery	Lisa Pye Rachel Howarth Dawn Davies	01462 732168 01462 410420 01462 815637	ArleseyNursery-DPL@bestacademies.org.uk LangfordNursery-DPL@bestacademies.org.uk SheffordNursery-DPL@bestacademies.org.uk
Central Team	Lisa Little	01462 413518	llittle@bestacademies.org.uk

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

*This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

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### How Government uses your data

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

- informs departmental policy on pay and monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

### Sharing by the Department

The Department 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 Department 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.

### How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information chapter that is published at the address below:

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