



Chancery Education Trust
Aspire to Success

Privacy notice for staff





Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the 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, Chancery Education Trust, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is:

Judicium Consulting Limited
72 Cannon Street, London, EC4N 6AE
Website:

www.judiciumeducation.co.uk

Email: dataservices@judicium.com

Telephone: 020 3326 9174

Lead Contact: Craig Stilwell

The personal data we hold

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

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, 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
- Copy of driving licence
- Photographs

- CCTV footage
- 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

Why we use this data

The purpose of processing this data is to help us run the Academy/School, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our 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

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data – The GDPR does not have an exhaustive list of what purposes are likely to constitute a legitimate interest. However, the recitals do say the following purposes constitute a legitimate interest:
 - Fraud prevention;
 - Ensuring network and information security; or
 - Indicating possible criminal acts or threats to public security.

Therefore, if you are processing for one of these purposes you may have less work to do to show that the legitimate interests basis applies. Refer to the ICO what is the 'legitimate interests' basis www.ico.org.uk

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 Academy/School's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the



possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Staff should be aware of their responsibilities regarding data security and confidentiality as set out in the E-Safety Policy and Acceptable Use Agreement.

Any portable data storage used to store personal data, e.g. USB Sticks are encrypted. Once your employment with us has ended, we will retain this file and erase the information on it.

All personal data is shredded immediately if not required, or at the end of the retention period. Confidential waste is disposed of in a secure manner.

Data sharing

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:

- **Local government including our local authority** – to meet our legal obligations to share certain information with it, such as safeguarding concerns and local or national initiatives
- **The Department for Education and other central government agencies** – to meet our legal obligations. Sharing links to school funding/expenditure and educational attainment
- **The pupil's family and representatives** – to update them on the academic progress of their child and pastoral issues
- **Educators and examining bodies** – to allow pupils to prepare for and undertake national examinations
- **Our regulator, Ofsted** – to allow them to carry out inspections including progress of sub groups within the school
- **Suppliers and service providers** – to enable them to provide the service we have contracted them for

- **Paramedics** – to enable them to offer medical assistance in a medical emergency
- **Health and social welfare organisations** - to enable them to offer appropriate support to students that require it, ensuring students educational and wellbeing needs are met
- **Police forces, courts, tribunals** – to aid in an investigation involving a student
- **Other schools in our Trust** to allow us to access pupil progress across the Trust
- **Other schools** to allow students to transfer to another school
- **Survey and research organisation** to participate in their international surveys which aim to evaluate education systems worldwide
- **Security organisation, Prevent** to fulfil our prevent duty of identifying children who may be vulnerable to radicalisation

Transferring data internationally

The GDPR imposes restrictions on the transfer of personal data outside the European Union, to third countries or international organisations.

These restrictions are in place to ensure that the level of protection of individuals afforded by the GDPR is not undermined.

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

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** (SAR) to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to make a request please contact our Data Protection Officer.

A member of the office staff can provide a copy of the SAR Policy on request.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.



Cookies

Cookies are very small text files that are stored on your computer when you visit some websites.

The Academy/School will use cookies to help identify your computer so they can tailor your user experience, track shopping basket contents and remember where you are in the order process.

You can disable any cookies already stored on your computer, but these may stop our website from functioning properly.

The following is strictly necessary in the operation of our website.

The Academy/School Website Will:

Remember that you are logged in (if applicable) and that your session is secure.

The following are not Strictly Necessary, but are required to provide you with the best user experience and also to tell the Academy/School

which pages you find most interesting (anonymously).

Functional Cookies

The Academy/School Website Will:

Track the pages you visits via Google Analytics

Targeting Cookies

The Academy/School Website Will:

Allow you to share pages with social networks such as Facebook (If available)

Allow you to share pages via Add This (If available)

The Academy/School Website Will Not:

Share any personal information with third parties

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern

about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer. Complaints should be made in writing and either sent to Chancery Education Trust, Trust Administrator, Pickhurst Lane, West Wickham, Kent, BR4 0HL or emailed to:

office@chanceryeducation.com
marked for the attention of Judicium Consulting Limited.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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**:

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72 Cannon Street, London, EC4N 6AE
Website: www.judiciumeducation.co.uk
Email: dataservices@judicium.com
Telephone: 020 3326 9174
Lead Contact: Craig Stilwell

This notice is based on the Department for Education's model privacy notice and has been amended for staff to reflect the way we use data in this School/Academy.

Useful Links and Policies

- CCTV Policy
- Data Breach Policy

- Data Protection Policy (GDPR Compliant)
- Subject Access Requests (SARs) Policy
- www.ico.org.uk

Changes to This Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

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 www.chanceryeducation.com

 @chancerytrust

 Chancery Education Trust



Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

