

# Privacy Notice

## How we use school workforce information

The Compass Partnership of Schools is a Data Controller as defined in the General Data Protection Regulations. We collect personal information about you for the following purposes:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To comply with the law regarding data processing and sharing
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

The lawful bases for processing are set out in Article 6 of the GDPR. We ensure that at least one of these lawful bases apply before we collect and process yours or your child's personal information:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Contract:** the processing is necessary for a contract we have with the you, or because you have asked us to take specific steps before entering into a contract.
- **Public task:** the processing is necessary for us to perform a task in the public

interest or for our official functions, and the task or function has a clear basis in law.

- **Legitimate interests:** the processing is necessary for our legitimate interests

In the case of special category data, such as race, ethnic origin or health, 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 in so far as it is authorised by UK law or a collective agreement pursuant to UK law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

### **Collecting this information**

We collect personal information via application forms, staff new starter forms, change of address forms and staff surveys.

Workforce data is essential for the Multi-academy Trust'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.

The categories of information we collect and hold include:

- personal information (such as name, employee or teacher number, national insurance number), Date of birth, marital status, Next of kin and emergency contact numbers
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information) pension and benefits information
- work absence information (such as number of absences and reasons)
- qualifications
- employment records, including work history, job titles, working hours, training records and professional memberships (and, where relevant, subjects taught)
- 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
- Performance information
- Outcomes of any disciplinary and/or grievance procedures 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
- Test and Trace data

### **Storing this information**

We will safely and securely store your personal information for a specified length of time (retention period) in accordance with our retention policy.

### **Who do we share this information with and why?**

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

We are required by law to pass some information about you to the Department for Education (DfE). We also use several external contractors to enable the day to day business functions of the Trust.

Examples, where we may share data include:

- Your family or representatives
- Educators and examining bodies
- Our regulator specify as appropriate e.g. Ofsted,
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll

- Financial organisations
- Central and local government
- 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

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

Under data protection legislation, you have the right to request access to information about you that we hold.

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.

To make a request for your personal information, contact:

[dpo@compassps.uk](mailto:dpo@compassps.uk)

You also have the right to:

- Obtain a copy of any data we hold about you or your child for your own purposes

- be informed about the collection and use of your personal data.
- object to processing of personal data that is
  - processed based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)
  - for the purpose of direct marketing
  - processed for purposes of research and statistics
- in certain circumstances, have inaccurate or unnecessary personal data rectified, blocked, erased or destroyed, or to restrict the processing of this data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

#### **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 school office at [jrcontact@compassps.uk](mailto:jrcontact@compassps.uk)**