



Privacy Notice for Staff – How we use your information

2023/24

Who are we?

Keresley Newland and Keresley Grange are the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes. Keresley Newland and Keresley Grange are a member as an academy, part of The Futures Trust.

The Futures Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA154781.

You can contact the Academy Trust as the Data Controller in writing at: office@knpa.warwickshire.sch.uk or Keresley Newland Primary Academy, Grove Lane, Keresley, Coventry, CV7 8JZ or admin@keresleygrange.coventry.sch.uk or Keresley Grange Primary Academy, Waste Lane, Keresley, Coventry, CV6 2EH.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about staff?

The categories of staff information that we collect, hold and share include:

- personal information such as name, employee or teacher number, national insurance number, references, 5 year address history
- special categories of data including characteristics information such as gender, age, ethnic group, dietary requirements, medical conditions
- 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

For what purposes do we use personal information?

We use staff data to:

- develop a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid and receive other staff benefits
- ensure that we can act in an emergency

Collecting staff information

Whilst the majority of staff information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data Protection law sets out the lawful reasons we have to process your personal information and these are as follows:

- Local Authority – to meet our legal obligation to share certain information with it such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Ofsted
- Payroll Provider
- Central and Local Government
- Health Authorities e.g Occupational Health
- Police forces, courts, tribunals
- Professional bodies

1) To comply with the law

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the Academy Trust by UK law. We therefore have the right to process your personal information for such purposes without the need to obtain your consent.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1.

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the Academy Trust in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2.

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information is processed in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these

circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3.

4) To perform a public task

It is a day-to-day function of the Academy Trust to ensure that staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that staff are properly supported and able to do their job.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4.

You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis. Please see What Are Your Rights With Respect of Your Personal Data.

5) To comply with a contract we have with you or because you have asked us to take specific steps before entering into a contract

We are able to process personal information in order to comply with the contract that we have with you.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 5.

6) We have a legitimate interest

Occasionally we have reasons to process information which fall outside of our usual day-to-day school functions. Details of the type of processing that we may undertake on this basis are set out in Table 6.

You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis. Please see What Are Your Rights With Respect of Your Personal Data.

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law
- 3) Processing relates to personal data which is manifestly made public by the data subject
- 4) Necessary for establishing, exercising or defending legal claims
- 5) Necessary for reasons of substantial public interest
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 7) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of sensitive category personal information that we process is set out in the tables attached.

Who might we share your information with?

We routinely share staff information with:

- Local Authority – to meet our legal obligation to share certain information with it such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Ofsted
- Payroll Provider
- Central and Local Government
- Health Authorities e.g Occupational Health
- Police forces, courts, tribunals
- Professional bodies
- Catering Providers: Taylorshaw
- Pupils, staff, parents and the school community
- Information Management software:
 - SIMS, Redstor Backup, CPOMS, Wonde, ParentPay, Studybugs, InVentry, Evolve, Salamander, Cloud Design Box, Juniper Education, HCSS Access, Microsoft O365 & Azure, ParentPay, Coolmilk, Smartlog, EPM, Approval Max, Xero
- Educational apps:
 - Provision Map, Test Base, FFT Aspire, O Track, Behaviour Watch, Class DoJo, Times Table Rock Stars, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, RWI, SATS Companion, Reading Cloud, No More Marking, Hodder Education, Massolit (Scratch), SPaG.com, Showbie, Teach Your Monster To Read
- Professional Data Destruction company: Green Plan-It, B&M Waste Management

We do not share information about our staff unless the law and our policies allow us to do so.

Please refer to the tables for information about what personal information is shared with which specific third parties.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the Academy Trust complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

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.

What are your rights with respect of your personal information?

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress, please note that this is not an absolute right and you will need to provide reasons for your objection
- 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
- claim compensation for damages caused by a breach of the Data Protection regulations
- rectify incorrect information

If you have a concern 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/>

Review

The content of this Privacy Notice will be reviewed September

Table 1 – Personal information we are required to process to comply with the law:

Information Type	Relevant legislation	Special Category–additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Staff information, including personal details, N.I number, DBS checks, qualifications, verification of right to work in the U.K	Education Act 2005, Section 114 and accompanying regulations	N/A	Secretary of State, The Futures Trust, Disclosure & Barring Service	Legal Obligation
School workforce Census including staff personal details	Education Act 2005, Section 114 and accompanying regulations	N/A	Department of Education	Legal Obligation
School workforce Census – Staff Ethnicity	Education Act 2005, Section 114 and accompanying regulations	Consent	Department of Education	Legal Obligation
Accident Records	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)	N/A	Health & Safety Executive, and Local Authority Health & Safety team (where necessary)	Legal Obligation
Individual Staff Health & Safety Risk Assessments and Personal Emergency Evacuation Plans (PEEP)	Health and Safety at Work etc Act 1974 and accompanying legislation	N/A	Not shared externally	
Qualifying Complaint Information	Education Act 2005, Section 11B	N/A	Chief Inspector	Legal Obligation
Verification of Right to work in the U.K (Single Central Record)	Immigration, Asylum and Nationality Act 2006, Section 15	N/A	Local Authority, Ofsted	Legal Obligation

Table 2 – Personal information we are required to process as it is necessary to protect someone’s vital interests

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Medical Information	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent OR Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ambulance Responsible/First aid trained staff on residential trips	Vital Interest
Staff Dietary Requirements (food allergies)	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ambulance	Vital Interest
Medical Conditions & Staff Emergency Contact Details	Necessary for preventative/ occupational medicine	Medical staff i.e. paramedics/ambulance Responsible/First aid trained staff on residential trips	Vital Interest
Religious belief	Necessary to protect vital interests of the data subject or another person where the data subject is physically or legally incapable of giving consent	Medical staff i.e. paramedics/ambulance	Vital Interest

Table 3 - Personal information we are required to process with the consent of the individual to whom that information ‘belongs’

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Photographs	Local Press/Media, Staff Medical Noticeboard, Parents & Community (Newsletter, School Website, Twitter, Annual Prospectus, Internal school displays, staff photo board).	Consent
Staff Personal Email address and mobile number	Other members of staff, ParentPay, Study Bugs	Consent

Table 4 - Personal information we are required to process because it is necessary to do so in order to perform a public task

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name, Job Title, School Email Address	N/A	SIMS, Redstor Backup, CPOMS, Cool Milk, Class DoJo, Evolve, Wonde, Times Table Rock Stars, NHS, Local Authority, Behaviour Watch, Microsoft O365 & Azure, Accelerated Reader, MyON, Freckle Maths, Spelling Shed, InVentry, RWI, SATS Companion, Compass, Reading Cloud, Provision Map, Test Base, No More Marking, ParentPay, FFT Aspire, O Track, Salamander, Cloud Design Box, Taylorshaw, Smartlog, Juniper Education - School Website, Studybugs, Hodder Education, Massolit (Scratch), SPaG.com, Showbie, Teach Your Monster To Read, Pupils, staff, parents and the school community, HCSS Access, EPM, Approval Max, Xero, Green Plan-It, B&M Waste Management	Public Task
Gender, DOB, Contact Details,	N/A	SIMS, Redstor Backup, EPM, Green Plan-It, B&M Waste Management	Public Task
Address, NI Number, Pay, Bank Details, Start Date, Qualifications, Teacher Reference Number, Sickness Record	N/A	SIMS, Redstor Backup, Green Plan-It, B&M Waste Management	Public Task
DBS: Disclosure Number, Issue Date	N/A	EPM, Green Plan-It, B&M Waste Management	Public Task
Payroll Number	N/A	HCSS Access, Green Plan-It, B&M Waste Management	Public Task
Accident Records	N/A	Green Plan-It, B&M Waste Management	Public Task
Attendance Records at staff meetings and staff training	N/A	Not shared externally	Public Task
Staff personal characteristics i.e Religion/Gender/Ethnicity	Consent	Local Authority – Confidential Recruitment Monitoring, Diocesan Education Service annual census SIMS, Redstor Backup, Green Plan-It, B&M Waste Management	Public Task & Statistical Purposes
Medical Conditions (including Dietary Requirements/allergies)	Vital Interests - Necessary for preventive or occupational medicine.	Medical staff i.e. paramedics/ambulance Catering Provider: Taylorshaw	Public Task

Table 5 - Personal information we are required to process because of a contract we have with you or because you have asked us to take specific steps before entering into a contract

Information Type	Third Parties with whom we share the information	Lawful reason for sharing
Recruitment Information – Application forms, interview notes, Medical questionnaires & references	The Futures Trust HR Team, Coventry City Council Occupational Health, Local Authority & Ofsted	Public Task / Legal Obligation
Absence Records (including number of absences, reasons for absence & self-certifications forms)	The Futures Trust HR Team & Payroll Team	Public Task
Disciplinary action taken	The Futures Trust HR Team	Public Task
Grievances	The Futures Trust HR Team	Public Task
Staff Information i.e name D.O.B, address, contact details, Emergency contact details	Department of Education – school workforce census.	Legal Obligation
P45 Forms	The Futures Trust HR Team & Payroll team	Public Task
Consent Forms i.e GDPR, Policy Agreement	Not shared externally	
Staff personal bank details	Coventry City Council requirement for Payroll System School finance Team for any expenses to be paid through finance system	Contract
Appraisal Records, appraisal notes, feedback from colleagues, objectives, updated job descriptions, pay & promotion recommendations	Not shared externally	
Staff information, including personal details, N.I number, DBS, Address, Phone number.	Secretary of State, Coventry City County Council, Disclosure & Barring Service,	Legal Obligation

Table 6 - Personal information we process because we have a legitimate interest

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Images captured on our CCTV system	n/a	This is not shared routinely	n/a