

# Privacy Notice for Staff – How we use your information

## 2020/21

### Who are we?

Learning Today Leading Tomorrow is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Learning Today Leading Tomorrow is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA138738.

You can contact the Academy Trust as the Data Controller in writing at:

Learning Today Leading Tomorrow

Rugby Free Secondary School

Anderson Avenue

Rugby

CV22 5PE

Or

[info@learningleading.org](mailto:info@learningleading.org)

### 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 relates to personal information revealing 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 and national insurance number
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information such as start dates, hours worked, post, roles and salary information)

- Training and performance management records
- 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
- carry out pre-employment checks for individuals wishing to work with us
- enable individuals to be paid and receive other staff benefits
- ensure that we can act in an emergency
- To keep the school community safe and well

### **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:

#### **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 school 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.

#### **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 school 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.

In certain circumstances, an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the trust to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the trust will consider the reasons for the objection and balance this against the legitimate grounds to process 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 Appendix 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.

In certain circumstances an individual has the right to object to any processing where it is likely to cause or is causing harm or distress. To exercise this right, individuals should do so by contacting the trust to inform them of their reasons for the objection. These reasons should relate to your specific circumstances. Upon receipt of an objection, the trust will consider the reasons for the objection and balance this against the legitimate grounds to process 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:

- Explicit consent of the data subject
- Processing relates to personal data which is manifestly made public by the data subject
- Necessary for establishing, exercising or defending legal claims
- Necessary for reasons of substantial public interest

- Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- Necessary for archiving, historical research or statistical purposes in the public interest

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

### **Who might we share your information with?**

We routinely share staff information with:

- Our local authority
- The Department for Education (DfE)
- Payroll Plus (payroll company)
- Local Public Health Team
- NHS Test and Trace
- Public Health and other public health agencies
- Our outsourced Payroll company (payplus and Edupay)
- Pensions
- MIS (SIMS/ScholarPack)
- Training providers including Educare and HutSix
- Colwyn Technologies (IT Provider)
- Cloud-based applications including CPOMS, ParentPay, Microsoft Office, Salamander, ParentMail and SISRA
- Educational Applications including ClassCharts, Century Tech, SeeSaw, PurpleMash and Unifrog
- Zoom for live lessons (RFPS)
- Sign-in Systems including Inentry (RFSS) and Edit (RFPS)
- Strictly Education (our DBS umbrella body)

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 school 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).

### **NHS Test and Trace/Public Health Agencies:**

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for the Coronavirus, or if there is an outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. 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.

### **Covid-19 – Data Collection Requirements:**

It may be necessary for us to share limited information with the Department of Public Health if an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak.

### **Testing in schools**

To enable lateral flow testing in schools, we need to process personal data of pupils taking part. For information on the data processed in relation to testing in schools, please refer to the privacy information provided by the DfE and published on our website.

### **How long do we keep your information for?**

In retaining personal information, the Academy Trust has a [Records Management and Retention Policy](#). The schedules set out the Statutory Provisions under which the Academy Trust are required to retain the information.

### **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. We intend only to share to countries that have an adequacy decision. Where we share data to the USA, which includes SeeSaw, Microsoft Office and Zoom, we use Standard Contractual Clauses as a secure transfer mechanism, under Article 46 of the GDPR.

### **What are your rights with respect of your personal information?**

Under data protection law, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the Trust directly via email at [sar@learningleading.org](mailto:sar@learningleading.org) or alternatively;

Learning Today Leading Tomorrow  
Rugby Free Secondary School  
Anderson Avenue  
Rugby  
CV22 5PE

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

**In certain circumstances** where the trust processes data for the purposes of legitimate interests or to fulfil their public task, individuals have a right to object to the processing where it is likely to cause, or is causing, harm or distress. When exercising this right, individuals should contact the school/academy trust to inform them of their reasons for their objection. The school/academy trust will consider the reasons for any objection and assess the risk to the individual against the purposes for the processing. In the event the trust is unable to comply with an objection, we will ensure we can demonstrate compelling legitimate grounds to continue with the processing.

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
- Claim compensation for damages caused by a breach of the Data Protection regulations

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 has been updated in line with advice for COVID-19. The next full reviewed will take place in March 2022

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

<b>Information Type</b>	<b>Relevant legislation</b>	<b>Special Category– additional lawful reason</b>	<b>Third Parties with whom we share the information</b>	<b>Lawful reason for sharing</b>
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	Public Task	Secretary of State, Warwickshire County Council, Disclosure & Barring Service	Legal Obligation
			Payplus, Edupay	Contract
			ScholarPack SIMS	Public Task
DBS Check, barred list checks, prohibition from teaching and employment history	The School Staffing (England) Regulations 2009, Schedule 2 Part 2 - requirement to keep a Single Central Record Legal Obligation Protection of Freedoms Act 2012, Part 5 - Safeguarding Vulnerable Groups	Public Task	Department of Education	Legal Obligation
School workforce Census including staff personal details	Education Act 2005, Section 114 and accompanying regulations		Department of Education	Legal Obligation
School workforce Census – Staff Ethnicity	Education Act 2005, Section 114 and accompanying regulations	Necessary for archiving, historical research or statistical purposes in the public interest  Public Task	Department of Education	Legal Obligation
Accident Records	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013 (RIDDOR)		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		Not shared externally	

Qualifying Complaint Information	Education Act 2005, Section 11B		Chief Inspector	Legal Obligation
Verification of Right to work in the U.K (Single Central Record)	Immigration, Asylum and Nationality Act 2006, Section 15		Local Authority, Ofsted Home Office right to work checks	Legal Obligation
Disability Information	Legal Obligation Equality Act 2010, section 20 - duty to make reasonable adjustments	Necessary for preventive and occupational medicine Public Task		
Student Loans information	The Education (Student Loans)(Repayment) Regulations 2009, Part 4 and other accompanying legislation - the employer is responsible for collecting student loan repayments of the employee		Payplus, Edupay	Contract
			HMRC, Student Loans Company	Legal Obligation
Pension information	Legal Obligation Pensions Act 2008 - obligation to automatically enrol employee into a pension scheme Employment Rights Act 1996, section 1 - statement of particulars		LGPS and the Teachers Pension Scheme,	Legal Obligation
			Payplus, Edupay	Contract
Overtime Sheets and Expenses Forms	Legal Obligation Minimum Wage Act 1998, section 9 and accompanying regulations - requirement to keep records of pay		PayPlus, Edupay	Contract Legal Obligation Working Time Regulations 1998 - evidence of compliance with working time regulations

**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
Staff Dietary Requirements (food allergies)	Necessary for preventative/ occupational medicine Public Task	Educaterers	Public Task
Medical Information including conditions/allergies & Staff Emergency Contact Details	Necessary for preventative/ occupational medicine Contract Public Task	Medical staff i.e. paramedics/ambulance	Vital Interest
		Responsible/First aid trained staff on residential trips Occupational Health	Consent/Contract/Legal Obligation
Religious belief	Necessary to protect vital interests of the data subject  Public Task	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	Special Category - additional lawful reason	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 on MIS).	Consent
Biometric Code	Public Task	BioStore	Public Task
Sexual Orientation	Necessary for archiving, historical research or statistical purposes in the public interest  Legitimate Interest	Not shared externally	Not shared externally

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

Please note that the right to object applies to **some** of this processing, please see the section above that refers to ‘*What are your rights with respect of your personal information?*’

Information Type	Special Category - additional lawful reason	Third Parties with whom we share the information	Lawful reason for sharing
Name, Staff email address and Job Title		Colwyn technologies, Educare, HutSix, Microsoft Office, ParentPay, CPOMS, The Key, Educaterers, Wes (DPO & Clerking), TTG, BPS  RFSS: ParentMail, ClassCharts, papercut, CenturyTech, SISRA, Invenry, PaperCut, Mathswatch, BlueSky, HegartyMaths, PIXL, BeReady Careers, SIMS, BioStore, Salamander, UniFrog, GCSEHub, Libresoft Librarian  RFPS: SeeSaw, PurpleMash, Maths Circle, JigSaw, Edit, ReadTheory, Zoom, Jigsaw, ScholarPack,	Public Task
Attendance Records at staff meetings and staff training		Not shared externally	
Gender	Contract Legal Obligation Education Act 2005, section 114 and accompanying regulations - school workforce census	Workforce Census	Legal Obligation - Education 2005, section 114 & accompanying regulations - school work force census
		ParentPay, Scholarpack/SIMS	Public Task
		Edupay/Payroll	Contract
Information required for COVID-19 Track and Trace: Name and contact details, result of COVID-19 testing.	Necessary for reasons of public health	Public Health and NHS Test and Trace	Public Task
Information required for Covid-19 testing in school: Name, Date of birth, year group, Gender, Ethnicity, Home, postcode, Email address, Mobile number, Unique barcode assigned to each individual test and which will become the primary reference number for the tests, Test result,	Legal Obligation - para 7 of the Schedule to Education (Independent School Standards) Regulations 2014  Reasons of public interest on public health grounds	Department of Health and Social Care, NHS, Public Health England Your GP Local Authority	Legal Obligation - Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002

Parent/guardians contact details (if required)			
Training Records	Contract	Educare, Hutsix	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	WCC Team Prevent, Local Authority & Ofsted	Public Task / Legal Obligation
Absence Records (including number of absences, reasons for absence & self-certifications forms)	PayPlus, Edupay	Contract
Disciplinary action taken	Not shared externally	
Grievances	Not shared externally	
Staff Information i.e name D.O.B, address, contact details, Emergency contact details, Job title	Department of Education – school workforce census.	Legal Obligation
	SIMS/ScholarPack	Public Task
P45 Forms	PayPlus, Edupay	Contract
Consent Forms i.e GDPR, Policy Agreement	Not shared externally	
Staff personal bank details	PayPlus, Edupay	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, DOB, personal email address	Secretary of State, Warwickshire County Council, Disclosure & Barring Service	Legal Obligation
	Strictly Education, PayPlus, Edupay	Contract
	(Contact Details only) - SIMS/ScholarPack	Public Task

**Table 5 - Personal information we process because we have a legitimate interest.**

Please note that the right to object will apply to **some** of this processing, please see the section above that refers to ‘What are your rights with respect of your personal information?’

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Last Update: March 2021

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