

Privacy Notice for the school workforce employed or otherwise engaged to work at a Greenshaw Learning Trust school.

Who we are

Victor Seymour Infants School (the “school”) is part of the Greenshaw Learning Trust (the “Trust”). For the purposes of Data Protection legislation, the Trust is the Data Controller. This means it is responsible for the personal data about you. The postal address of the Trust is: Greenshaw Learning Trust

Grennell Road
Sutton
Surrey
SM1 3DY

The Data Protection Officer for the Trust is Steve Bradford. He can be contacted via email at sbradford@greenshawlearningtrust.co.uk or by phone on 020 8715 1078.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work in our schools or the central trust team. This is for employment purposes to assist in the running of the school, central trust and to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details. This information will be retained in line with our Records Retention Policy.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract
- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us

to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)
- the HMRC

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE store and use your personal data, please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details of your employment history to our HR provider for the purposes of HR management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

We may use your photograph for the following purposes;

- For inclusion on identification passes for security purposes;
- To provide communications about the school and the Trust for fundraising and marketing purposes.
- To share with third parties for journalistic purposes (e.g. press releases sent to local/national media)

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

Our current scheme providers include;

- Cooperative flexible benefits
- Cycle scheme

We share your details with your pension provider to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the Teachers Pensions Scheme for support staff the scheme is Local Government Pension Scheme.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy which can be found on the Greenshaw Learning Trust website <https://www.greenshawlearningtrust.org.uk/page/?title=Trust+policies&pid=51>

Your rights

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: Zena Elster, School Business Manager

More information about your rights is available in our data protection policy
<https://www.greenshawlearningtrust.org.uk/page/?title=Trust+policies&pid=51>

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.