

## Privacy Notice. How we use staff information.

**Bright Futures Educational Trust (“the Trust”) is committed to protecting the information it collections about staff. Each academy within the Trust will respect and comply with data protection laws from time to time in force, in particular, the Data Protection Act 2018. We are registered with the Information Commissioner as a controller of personal data with reg. no. ZA023935.**

**This Privacy Notice is intended to provide the information about how we process staff information across the Trust in a concise, easily understandable format. By staff we mean all employees, workers and volunteers. More detailed information about how collect, store and use information can be found in the Data Privacy Policy-Staff. The full policy is available to staff only and can be found on the schools’ shared drive.**

### The categories of staff information that we process include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles, salary information and bank details for payment purposes)
- work absence information (such as number of absences, occupational health reports and absence reasons)
- qualifications (and, where relevant, subjects taught)
- previous work history (dates, roles, reason for leaving)
- Pre-employment checks (references)
- Disclosure Barring Service (DBS) enhanced checks to comply with our statutory requirement to ensure suitability for employment
- Performance information (such as appraisal records, formal warning under staff policies e.g. disciplinary)
- Biometric information (such as fingerprints for catering purposes)

### Why we collect and use staff information

We use staff data to:

- a) enable the development of a comprehensive picture of the staff and how they are deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) meet our legal obligations to employ staff as set out in statutory guidance e.g. Keeping children Safe in Education (as amended from time to time)

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### Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:

- Performance of the employment contract
- Our legal obligations under education and child welfare law, along with statutory guidance such as Keeping Children Safe in Education
- Legitimate interests e.g. monitoring the use of IT systems
- Consent in limited circumstances such as processing of images
- Collection of statutory 'workforce' information such as the Department for Education Censuses, required under the Education Act 1996

In addition, concerning any special category data:

- Under our obligations or rights in employment law to ensure that we establish and manage any reasonable adjustments required or undertake proper investigation and consideration to manage sickness and capability
- Substantial public interest e.g. sharing information with the Local Authority Designated Officer (LADO) or other regulatory bodies e.g. Disclosure Barring Service, Teaching Regulation Agency
- Explicit consent e.g. if we hold your biometric data (fingerprints) to enable you to access our catering services

### Collecting staff information

We collect personal information in the main through staff completing various forms.

Staff data is essential for the 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.

### Storing staff information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the schedule in the Data Privacy Policy-Staff. You can find this policy in the academy's shared drive.

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### Who we share staff information with

We routinely share this information with:

- Persons with the Trust who need the information to undertake their role e.g. finance for budgeting purposes, HR for advice purposes.
- External professional advisors e.g. auditors
- Pension providers i.e. Teachers' Pension Scheme, Local Government Pension Scheme
- Payroll provider
- Occupational Health provider, as required
- Local Authority and or Social Services, for child protection purposes
- Office for National Statistics (ONS)
- the Department for Education (DfE)

### Why we share school staff information

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

- Internally within the Trust to enable us to undertake processes such as budgeting, providing professional advice or reporting.
- To external third parties detailed above, in order to process our payroll, undertake pension processing, seek professional advice or undertake auditing
- To social services/LADO in accordance with our safeguarding of children responsibilities
- Department for Education. The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Staff) (England) Regulations 2007 and amendments. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#). For more information, please see 'How Government uses your data' section below.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk).

You also have the right to:

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- 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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### Contact

If you would like to discuss anything in this privacy notice, please contact:

The data protection co-ordinator for your academy, details are available in the fully policy on the shared drive.

Or

The Trust's Data Protection Officer: [dataprotection@bfet.uk](mailto:dataprotection@bfet.uk)

## How Government uses your data

The staff data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school staff
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the Department

The Department may share information about school employees with third parties who promote

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the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school staff information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

To contact the department: <https://www.gov.uk/contact-dfe>