



Keystone Academy Trust

GDPR privacy notice for the school workforce and adult volunteers

Schools are currently required to detail to staff how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25th May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals' personal data.

The school workforce

Who processes your information?

Keystone Academy Trust is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed. A representative of the trust, **Alison Smith**, can be contacted on **01778 424152** or **enquiries@bournwestfield.lincs.sch.uk**

Ark ICT Solutions provide our data protection officer services. Their role is to oversee and monitor the school's data processing practices. They can be contacted at:

Joe Lee
Data Protection Officer
Joe.lee@ark.me.uk

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members' privacy rights.

Why do we need your information?

Keystone Academy Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the school, or those otherwise contracted to work at the school. We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- The Keystone Academy Trust Funding Agreement
- The Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006

- The Childcare (Disqualification) Regulations 2009

Staff members' personal data is also processed to assist in the running of the school, and to enable individuals to be paid.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks:

Failure to provide the school with ample proof of the right to work in the UK will prevent employment within Keystone Academy Trust.

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements:

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

For which purposes are your personal data processed?

In accordance with the above, staff members' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements

Which data is collected?

The personal data the school/Trust will collect from the school workforce includes the following:

- Names
- Date of Birth
- Marital status
- National insurance number
- Characteristics such as ethnic group
- Employment contracts
- Telephone Number
- E-mail address
- Bank details
- Remuneration details
- Qualifications
- Absence information
- Marital status
- Disability
- Right to work in the UK
- DBS and Prohibition details

The collection of personal information will benefit both the DfE and LA by:

- Improving the management of workforce data across the sector
- Enabling the 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
- Supporting the work of the school teachers' review body

Will your personal data be sought from third parties?

Staff members' personal data is only sought from the data subject. No third parties will be contacted to obtain staff members' personal data without the data subject's consent.

Staff members' personal data may be obtained and processed from third parties where the law requires the school to do so. The categories of data obtained and processed from third parties include:

- References obtained from previous employers
- Medical records from Medigold our pre-employment medical checks
- DBS checks are processed via the EPM web portal. The necessary identity documentation will be collected in line with DBS checking requirements. The documents provided will be shredded on completion of the certificate

Where data is obtained from third parties, the personal data originates from the following sources:

- Taylor Shaw
- Premier Sport
- ITT Providers
- Providers of extra-curricular activities including music
- ARK IT provision

How is your information shared?

Keystone Academy Trust will only share your personal information with EPM our personnel management provider (we will not pass your information to any third parties without your consent, unless the law allows us to do so).

We are required, by law, to pass on some personal information to our LA and the DfE. This includes the following:

- Name
- Address
- Date of Birth
- Absence
- Salary
- Contract
- Qualifications
- NI number
- Ethnicity
- Disability

How long is your data retained for?

Staff members' personal data is retained in line with Keystone Academy Trust's Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that the school holds
- Request that your personal data is amended
- Request that your personal data is erased
- Request that the processing of your data is restricted

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Keystone Academy Trust processes their personal data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.keystoneacademytrust.org.uk, the Gov.UK [website](#), or download our [GDPR Data Protection Policy](#) and [Records Management Policy](#).

Declaration

I,, declare that I understand:

- Keystone Academy Trust has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements.
- There may be significant consequences if I fail to provide the personal data Keystone Academy Trust requires.
- Keystone Academy Trust may share my data with the DfE, and subsequently the LA.
- Keystone Academy Trust will not share my data to any other third parties without my consent, unless the law requires the school to do so.
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties.
- My data is retained in line with Keystone Academy Trust's Records Management Policy.
- My rights to the processing of my personal data.

Name of staff member:

Signature of staff member:

Date:
