



## **King James I Academy Privacy notice for Staff**

This privacy notice explains how we collect, store and use personal data about staff members. We, King James I Academy Trust, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Karen Sams.

### **Who we are and what we do**

We are King James I Academy Trust. We are an Academy for children ages 11 – 19 years old. Our local authority is Durham County Council.

### **The personal data we collect and hold**

We hold personal data about staff to support their employment and professional development, and to assess how the school is performing. We may also receive data about staff from previous employers, HR and occupational health workers.

Personal data that we may collect, use, store and share (when appropriate) about staff includes, but is not restricted to:

- Personal information such as name, date of birth, employee and/or teacher number, biometric data, National Insurance Number.
- Contact details, contact preferences, bank details, identification documents, next of kin
- Professional development records
- Maternity/paternity information
- Health information
- Performance management documentation
- Contract information such as start date, hours worked, post, roles and salary information
- Work absence information such as number of absences and reasons
- Characteristics, such as ethnic background, disability, gender, age
- Qualifications, and where relevant, subjects taught

- Details of any professional support received
- Photographs/videos
- CCTV data

### **Why we use this data**

We use this data to:

- Support you in your professional role
- Monitor and report on school improvement and self-evaluation
- Provide appropriate pastoral care
- Protect pupil welfare
- Apply for a DBS Check and pre-employment health check
- Ensure that the information we hold about you is kept up to date
- To share with agencies such as payroll and pensions
- Protect individuals in an emergency
- Catering
- To provide a safe and secure environment for pupils, staff and visitors and to prevent loss or damage to school property

### **Our legal basis for using this data**

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

### **Collecting this information**

We collect data from application forms, paper forms, online information, communication with yourself, information received from a third party (eg. referees, colleagues, agencies)

Workforce data is essential for the school'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.

### **How we store this data**

We keep personal information about staff while they are working at our school. We may also keep it beyond their time at our school if this is necessary in order to comply with our legal obligations.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

### **How long we keep your data for**

*This ranges from months for some records to decades for more sensitive records.*

For example

- applications for recruitment will be kept for 1 year. Consent will be gained from the applicant if the record is required for a longer period
- your personnel record will be maintained for at least 6 years after you leave employment

### **Data sharing**

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information, such as childcare vouchers, pensions, mortgage applications etc.

Some examples of who we share information with include:-

- HMRC (Her Majesty's Revenue & Customs)
- DBS (Disclosure & Barring Service)
- Pensions schemes
- Xentrall Shared Services [Payroll]
- Heales Medical Group [pre-employment checks]
- Capits SIMS

If you would like confirmation of who we do share information with please contact us.

We do not transfer personal information outside of the UK.

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

### **Department for Education (DfE)**

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

We are required to share information about our staff with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **Data collection requirements:**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

The department may share information about school employees with third parties who promote 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 workforce 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.

For more information about the department's data sharing process, please visit:

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

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

### **Your information rights**

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Have any inaccuracies corrected;
- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).

To learn more about these rights please see the ICO website.

**To exercise any of these rights please contact the relevant service in the first instance.**

You also have the right to request a copy of the personal information that the school holds about you. To do this, please ask the Data Protection Officer (Karen Sams)

If something goes wrong with your personal information, or you have questions about how we use it, please contact Karen Sams (the Data Protection Officer)

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

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

### **Other rights**

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: