

Ormiston Forge Academy

# Privacy Notice for Academy Workforce

May 2018



# Privacy Notice: Academy Workforce

## Who we are

Ormiston Forge Academy is part of the Academy Trust called Ormiston Academies Trust. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Academy Trust is:

Ormiston Academies Trust

Ormiston House

144, Newall Street

Birmingham

B3 1RY.

The Data Protection Officer for the Trust is James Miller. He can be contacted via [dpo@ormistonacademies.co.uk](mailto:dpo@ormistonacademies.co.uk) or on 0121 262 4725. The Academy Data Protection Lead is Kris Griffin. He can be contacted via: [kris.griffin@oatforge.co.uk](mailto:kris.griffin@oatforge.co.uk) or by telephoning 01384 566598.

In this policy 'we' and 'us' means Ormiston Academies Trust.

## How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, the Trust. This is for employment purposes to assist in the running of the Academy 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.

For Governors and Volunteers, we collect and maintain personal data that could include name, photo ID evidence, DBS documentation, right to work documentation and dates of engagement, email address, phone number; for Contractors, we collect and maintain personal data that includes name, email address, phone number, company name and company address and for Agency workers: we collect and maintain personal data that include name, email address, phone number, organisation and organisational address.

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 Academy 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 Academy 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 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:

- [http://www.sandwell.gov.uk/info/200198/data\\_protection\\_and\\_freedom\\_of\\_information](http://www.sandwell.gov.uk/info/200198/data_protection_and_freedom_of_information)
- <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 (Education Personnel Management – EPM) to enable you to be paid.

We disclose details: name, address, telephone numbers, emergency contacts, NI number, date of birth, Teacher number (if applicable), ethnicity, gender, right to work status, qualifications, emails addresses, remuneration (bank) details, staff number, employment/contract details, absence and attendance data, about you to our HR provider (EPM) 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.

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.

We share your details with your pension provider in order 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 TPS, for support staff the scheme is LGPS.

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 Academy 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 academy staff intranet.

## 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 Kris Griffin, Data Protection Lead. He can be contacted via: kris.griffin@oatforge.co.uk or by telephoning 01384 566598.

More information about your rights is available in our data protection policy. This is available to download from our website or to collect from the academy's reception.

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.