

Privacy Notice for Workforce

Privacy notice – how the trust uses employee information

About Us

Keystone Academy Trust (the trust) is committed to protecting the privacy and security of personal data. This privacy notice explains how the trust collects, uses, shares and protects personal data about individuals who work for the trust. This includes employees, casual workers, agency staff and individuals contracted to provide services.

This notice is provided in accordance with Articles 13 and 14 of the UK General Data Protection Regulation (UK GDPR).

Keystone Academy Trust is the data controller for the personal data it processes.

Data Controller

Keystone Academy Trust

Westbourne Park, Bourne, Lincs. PE10 9QS

Website: www.keystoneacademytrust.org.uk

Data Protection Officer (DPO)

Joe Lee

Ark ICT Solutions

Email: DPO@ark.me.uk

What personal data do we collect?

We collect and process personal data necessary to manage your employment or engagement with the trust. This includes but may not be limited to:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as, sex, age, ethnic group)
- Identification and contact details
- Employment and contract information
- Payroll, tax and pension data
- Absence and attendance records
- Training and professional qualifications
- Safeguarding and suitability information (including DBS and prohibition checks)
- Name and contact details for an emergency contact

We may also process special category data, such as health and disability and equality information. We may also process criminal offence data where required for safeguarding purposes.

Why do we collect your personal data?

We process workforce personal data for the following purposes:

- To meet our contractual obligations as an employer
- To comply with legal duties, including safeguarding and employment law
- To administer pay, pensions and benefits
- To manage the workforce effectively and support staff as well as enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To secure insurance for staff absence
- To provide wellbeing services that staff can access
- To meet statutory reporting requirements to public bodies

Lawful basis for processing

Under UK GDPR Article 6, the trust relies on the following lawful bases when processing workforce personal data:

- Legal obligation – where processing is required by law
- Contract – where processing is necessary for an employment or service contract
- Public task – where processing is necessary to perform functions in the public interest
- legitimate interests – for the effective operation of the trust, provided this does not override your rights and freedoms

Where we process special category or criminal offence data, we rely on conditions under:

- Article 9 of the UK GDPR, and
- Schedule 1 of the Data Protection Act 2018

This includes processing necessary for:

- Employment, social security and social protection law
- Safeguarding of children and individuals at risk

How will we obtain personal data from you?

Most personal data is obtained directly from you via recruitment forms, online employee self-service platforms and any other means you provide.

Workforce data is essential for the trust / school's / local authority'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 UK 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 will we obtain personal data from third parties?

Where necessary and lawful, we may also obtain information from third parties, including:

- Previous employers (references)

- Medical or occupational health professionals
- Disclosure and Barring Service (DBS)
- Payroll, HR and workforce service providers
- Supply agencies and education partners

How long do we retain your data?

Workforce personal data is retained in accordance with the trust's Records Management Policy.

Typical retention periods include:

- Personnel files: 6 years after employment ends
- Payroll and financial records: in line with statutory requirements
- Safeguarding records: in accordance with safeguarding guidance

The policy is available on the trust website.

Who is your personal data shared with?

We may share workforce information with:

- Payroll and pension providers
- Local authorities
- The Department for Education (DfE)
- Regulatory or safeguarding bodies, where required by law
- Insurance and wellbeing service providers

Where we use third party service providers, they may process personal data on our behalf as data processors or for their own purposes as independent data controllers, depending on the service provided. Where a provider acts as our data processor, we ensure an appropriate contract and proportionate security measures are in place to protect your personal data.

All information is shared securely and only where there is a lawful basis to do so.

Sharing with the local authorities

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Sharing with the Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. The trust is required to share workforce information with the Department for Education under the Education (Supply of Information about the School Workforce) (England) Regulations 2007.

The DfE uses this information for statutory purposes such as workforce planning, funding, monitoring and research.

All data is transferred securely and held by the Department for Education (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.

For privacy information on the data the Department for Education (DfE) collects and uses, please see: <https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- 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 (DfE) 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 for Education (DfE)

The Department for Education (DfE) 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 for Education (DfE) will only share your personal data where it is lawful, secure and ethical to do so and 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 the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of public benefit, proportionality, legal underpinning and strict information security standards.

For more information about the Department for Education's (DfE) data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the Department for Education (DfE) has provided information, (and for which project) please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of UK GDPR, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. See the guide for details:

<https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#your-rights>

Further information on what personal information the Department for Education (DfE) holds about you is published in the privacy notice for education providers' workforce, including teachers. This is available below:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>

Your data protection rights

The UK GDPR gives you certain rights about how your information is collected and used. You have:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to [complain to the Information Commissioner](#) if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at [raise a concern with ICO](#)

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.