

Cliff Park Ormiston Academy

Privacy Notice for Staff

Ormiston Academies Trust

Revision level	Revision date	Description of changes	
		Mr Sorrento added academy specific information – October 2018	
Prepared: Signature	Approved: Signature	Released: Signature	

Electronic copies valid without signature

Privacy Notices - school workforce

Who we are

Cliff Park Ormiston 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 Trust is:

Ormiston Academies Trust,
Ormiston House,
144 Newhall Street,
Birmingham B3 1RY

The Data Protection Officer for the Trust is James Miller. He can be contacted on email (dpo@ormistonacademies.co.uk), telephone (0121 262 4725) or through the OAT website's 'contact' page (<http://www.ormistonacademiestrust.co.uk/contact>) by selecting the 'Complaints, Data Protection, GDPR and Freedom of Information' Department from the drop-down menu.

In this policy 'we' and 'us' means the Academy Trust.

How we use your information

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

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 school / 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 the DfE store and use your personal data please visit:

- <https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection>
<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 to enable you to be paid.

We disclose necessary details about you to our HR provider for the purposes of HR management. Should you have any queries regarding this, please contact Mrs J Spurgeon, HR Manager, at the academy.

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. Should you have any queries regarding this, please contact Mrs J Spurgeon, HR Manager, at the academy.

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.

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: Ms Spurgeon, HR Manager (principalspa@cliffparkoa.co.uk).

More information about your rights is available in our data protection policy on our website (<http://www.cliffparkoa.co.uk/wp-content/uploads/2018/10/Data-Protection-and-FOI-Policy-September-2018.pdf>).

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.