



GDPR PRIVACY NOTICE: WORKFORCE

Under data protection law, individuals have a right to be informed about how The Redhill Academy Trust uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, use and store the data relating to individuals who we employ or who otherwise engage in work with the Redhill Academy Trust.

For the avoidance of doubt, where the word 'Trust' is used, this also refers to individual academies within it.

We, The Redhill Academy Trust, whose registered address is Redhill Road, Arnold, Nottingham, NG5 8GX, telephone (0115) 9261481, are the 'data controller/processor' for the purposes of data protection law. The Data Protection Officer is Linda Hayes, who can be contacted via DPO@theredhillacademytrust.org.uk or on 07831280405.

The lawful basis on which we process this information

The Redhill 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 academy, or those otherwise contracted to work at the academy, such as volunteers, trainees or governors. 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:

- Academy Funding Agreement
- Academy's Legal Framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Education Act 1996
- Keeping Children Safe in Education

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

If staff members fail to provide their personal data, there may be significant consequences, which may include the following:

- Failure to provide bank details would result in the inability to make salary payment to staff
- Failure to provide personal details would result in inability to provide availability to workplace pension schemes
- Failure to provide evidence of the eligibility to work with students would result in the inability to be employed within the Trust

- Failure to provide evidence of Right to work in the UK, employees found to be working illegally could face prosecution, as could the employer
- 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
- Failure to provide emergency contact details would deny the employer provision of duty of care
- Failure to provide absence data may result in reduced welfare support.

How is 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
- Statutory reporting purposes
- Support employees in delivering the purpose of their work.

The personal data we collect and hold

The personal data the Trust will collect from the workforce includes, but is not restricted to:

- personal information such as contact details, national insurance number, bank account details
- Contract information such as start dates, hours worked, post, roles and responsibilities and salary information
- work absence information such as the number of absences and reasons for them
- References
- Qualifications and where relevant, subjects taught
- Pre-employment information such as education history, evidence of all identification and other necessary pre-employment requirements
- Performance data
- Special categories of data including characteristics information such as gender, age, ethnic group etc.

The collection of personal information will benefit both the DfE and the Trust 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
- Supporting the work of the academy teachers' review body.

Will personal data be sought from third parties?

Staff members' personal data may be obtained and processed from third parties where the law requires the academy to do so, e.g., medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical records
- Occupational Health
- Positive Disclose (DBS)
- Payroll
- Pension Authorities

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

- Employers GP
- Disclosure and Barring Service
- Occupational Health Partner

How is information shared?

The Redhill Academy Trust will not share an applicant's personal information with any third parties without their consent, unless the law allows the Trust to do so.

The Trust is required, by law, to pass on some personal information to the Local Authority and the DfE, and other third parties which may include, but not be limited to:

- Local Authority
- Department for Education (DfE)
- External Payroll provider
- HMRC
- Workplace Pension Fund
- Occupational Health Partner
- Disclosure and Barring Service Partners
- Foreign Office

How long is your personal data retained?

A staff member's personal data is retained in line with the Redhill Academy Trust's Data Retention Policy.

Personal information may be retained for varying periods of time depending on the nature of the information. Data will only be retained for as long as necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no reason for that to be.

If further information is required regarding the retention of data, please access the Data Retention Policy from the Trust website.

Your rights

As the data subject, an applicant has specific rights. These include the right to:

- Request access to the personal data which the Trust holds about you, known as a Subject Access Request
- Request that your personal data is amended or erased
- Request that the processing of your data is restricted
- Request that your personal data is collected using automated processing.

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 consent being withdrawn. You can withdraw consent by contacting the Operations Manager at the Academy.

Complaints

We take any complaint about our collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing procedures, please raise this with us in the first instance by contacting the Trust 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

How can you find out more information?

If you require further information about how we store and use your personal data, please visit our website www.redhillacademytrust.org; the Gov.UK website, the ICO website or download our GDPR Data Protection Policy and Records Management Policy.