



Privacy Notice - Workforce (How we use workforce information)

Under data protection law, individuals have a right to be informed about how the schools/academies and Multi-Academy Trust (MAT) uses any personal data that we hold about them. Under data protection law, individuals have a right to be informed about how our schools use any personal data that 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, store and use personal data about **our workforce**, this includes all individuals engaged to work at our schools/academies or Trust.

Our data protection officer is Mrs S Jones, Operations & Business Manager and is contactable on: SJones@inicioacademies.org.uk

The categories of school/academy information that we process

We process data relating to those we employ, or otherwise engage, to work at our academies. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, employee or teacher number, DBS number, national insurance number, date of birth, identification documents, marital status)
- Recruitment information, including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process
- Bank account details
- Next of kin and emergency contact information
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- relevant medical information
- performance information
- qualifications (and, where relevant, subjects taught)
- CCTV images captured (if applicable)
- Biometric data (identification system for school/academy administration purposes such as cashless catering)

Why we collect and use workforce information

We collect and use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies

- c) enable individuals to be paid
- d) facilitate safe recruitment as part of our safeguarding obligations
- e) support effective performance management
- f) allow better financial modelling and planning

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

- for the performance of a contract to which the data subject is party of
- Compliance with a legal obligation
- for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment
- Carry out a task in the public interest

In addition, concerning any special category data:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Collecting workforce information

We collect personal information via application and recruitment forms, staff induction forms, and annual data collection forms.

Workforce data is essential for the school/academy'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.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention and destruction policy which can be found on our website at: www.inicioacademies.org.uk

Who we share workforce information with and why

We do not share information about you with any third party without your consent unless the law and policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Department for Education – we share personal data with the Department for Education (DfE) on a statutory basis.
- Multi-Academy Trust – to allow the business to function, such as sharing information with HR and finance teams
- Our regulator [e.g. Ofsted] – to meet our legal obligations to share certain information during the inspection process
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors – to enable them to provide the service we have contracted them for
- Trade unions and associations – to support you during employment processes
- Health authorities – to enable them to provide the service we have contracted them for
- Health and social welfare organisations – to meet our legal obligations to share certain information with it, such as child protection information
- Police forces, courts, tribunals – to meet our legal obligations to share certain information with it, such as CCTV footage or contact information
- Professional bodies - to meet our legal obligations to share certain information with them

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

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

All data is transferred securely and held by 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.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact our Data Protection Officer, Mrs S Jones at SJones@inicioacademies.org.uk

You may also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- request not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

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

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent and not due to legal obligations, you have the right to withdraw that consent. If you are unhappy with our use of your personal data, please let us know in the first instance by contacting our Data Protection Officer Mrs S Jones: SJones@inicioacademies.org.uk

Alternatively you can raise your concern directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **1st April 2024**.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Mrs S Jones, on SJones@inicioacademies.org.uk