



Staff, Volunteers (including governors, members and trustees) and Applicants Privacy Notice (How we use your personal information)

You have a legal right to be informed about how our School and Bohunt Education Trust (the “Trust”) uses any personal information that we hold about you. To comply with this, we provide a “privacy notice” to you where we are processing your personal data. This privacy notice explains how we collect, store and use personal data about you.

We process personal data relating to those who apply to work with us, and those we employ to work at, or otherwise engage to work within our Trust whether for remunerated or volunteer roles including as governors, members and trustees. This is to assist in the running of our School and Trust, to recruit appropriately qualified and experienced staff and volunteers and to enable us to discharge our duties as an employer of paid and volunteer colleagues.

Our School is part of Bohunt Education Trust which is the “data controller” for the purposes of data protection law.

In our School you can contact Mrs Paula Collin (Office Manager) paulajcollin@bohuntworthing.com ; in BET HR you can contact hr@bohunt.hants.sch.uk about data protection matters.

The Data Protection Officer for Bohunt Education Trust is Kate Waghorn and she can be contacted on 01428 724324 or KWaghorn@bohunt.hants.sch.uk

The categories of personal information about you that we may collect, hold, use and share include:

- identifiers such as names, addresses, dates of birth, teacher and employee/volunteer numbers, and national insurance numbers;
- Characteristics information such as gender, age, ethnic group
- bank details, employment contracts or volunteer appointments (such as start/end dates, hours worked, post and roles) and remuneration details;
- qualifications including evidence and subjects taught;
- work absence information such as numbers of absences and reasons;
- information from a previous employer, or educational establishment you have previously attended, or been employed at or any other organisation that you have been involved with that you have provided the details of to us;
- employee or volunteer details (such as role; start and end dates; payroll/volunteer/governor

ID numbers; dates of last DBS/s128/barred list checks)

- other regulatory evidence (eg visa/permission to work; evidence of residency/identity);
- addresses and contact details of emergency contacts;
- photographs and other multi-media recordings;
- CCTV images captured in School 24 hours per day, internal and external.
- Catering information including biometric data (fingerprints) where needed to access school payment systems.

We may also collect, use, store and share (where required) information about you that falls into “special categories” of more sensitive personal data where this is necessary and relevant to our duties in law as an employer and/or our public interest function to provide education to our students. This includes information about, where applicable:

- medical information;
- ethnic group, gender and trade union membership (if you choose to supply this information to us);
- disability/access information.

We collect equalities monitoring information routinely as part of our recruitment processes, but this is collected, held and stored anonymously and does not identify you as the provider.

These lists are not necessarily exhaustive: please contact HR to access any other current categories of information we hold about employees or volunteers.

We may also hold personal information about you that we have received from other organisations, including other schools or employers.

Why we collect and use this information

We use this data:

- to recruit and retain appropriately qualified and experienced staff, and volunteers;
- to facilitate safer recruitment practices;
- to inform our recruitment and retention practices for staff and volunteers;
- to enable the development of a comprehensive picture of workforce and how it is deployed
- to monitor the impact of our commitment to our equality and diversity policies in recruitment, retention and management;
- to meet our legal obligations in law, including with respect to the payment of expenses or remuneration.

The lawful basis on which we use your personal information

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing staff and volunteer information are:

- for the purposes of bullet points 1-2 above, in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that schools are required to perform as part

of their statutory function

- for the purposes of bullet points 3- 5 in accordance with the legal basis of legitimate interests as employer
- for the purposes of bullet point 6 in accordance with the legal basis of legal obligation, including data collected for DfE census information, School Workforce Census and for those involved with governance, under the Academies Trust Handbook.

In addition, concerning any special category data condition a: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Article 9 UK GDPR provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Sometimes we may also use your personal information where you have given us permission to use it in a certain way.

Collecting your personal information

We collect personal information via application and data forms, staff contracts as well as responses to specific information requests through surveys.

Workforce data is essential for the school's/Trust'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 and we will tell you what you need to do if you do not want to share this information with us.

Storing your personal information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the [Data Protection Policy](#).

Who we share your personal information with

We routinely share this information with:

- Bohunt Education Trust as the legal entity who employs all employees and appoints all volunteers/governors/Trustees;
- our local authority
- the Department for Education (DfE)
- Disclosure and Barring Service (for purposes of assessing your suitability to work with young people)
- Our payroll provider (including National Insurance number and absence information)
- HMRC (identity and pay information)

- Any childcare voucher provider that you choose to use as part of a salary sacrifice scheme
- Pensions provider (to ensure you pay the correct amount and maintain your entitlement to a pension: for teachers, the scheme is TPS and for support staff, the scheme is LGPS)

We may share personal information with a supplier/contractor, professional adviser or consultant who has been contracted to provide human resources, recruitment or employment related services. Where this applies, we will only share personal information to the extent necessary and because one of the grounds for disclosure below applies unless you have otherwise consented to such disclosure.

We will not share information about you with third parties without your consent unless the law allows us to. We only share personal information where it is necessary to do so: otherwise information is anonymised.

Contacting emergency contacts you have provided means that you have provided your consent that we may contact that person in an emergency affecting you.

Data Collection Requirements

We are required to share information about our school 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](#).

We are required to share information about governors, members and trustees under the Academy Trust Handbook. All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

To find out more about the data collection requirements placed on us by the Department for Education relating to school workforce information please visit

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Why we share personal information

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of a function in the public interest (the provision of education).
- The disclosure is necessary for the performance of your employment contract or your voluntary role within our School or Trust, or our obligations and responsibilities to you under your employment contract or role within our School or Trust;

- The disclosure is necessary for the performance of a legal obligation to which our School or the Trust is subject, for example our legal duty to safeguard pupils or to share information with HMRC or provide a workplace pension for all staff;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm;

Requesting access to personal data

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Paula Collin (Office Manager) or BET HR at hr@bohunt.hants.sch.uk

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 your Mrs Paula Collin (Office Manager), or HR at hr@Bohunt.hants.sch.uk, or the Bohunt Education Trust Data Protection Officer on 01428 724324 or KWaghorn@bohunt.hants.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- 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, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Mrs Paula Collin (Office Manager)

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 in November 2023.

Contact

If you would like to discuss anything in this privacy notice, please contact:

At Bohunt School Worthing: Mrs Paula Collin (Office Manager) - 01903 601361,
paulajcollin@bohuntworthing.com

The Data Protection Officer, Bohunt Education Trust, on 01428 724324 or KWaghorn@Bohunt.hants.sch.uk

How Local and National Government uses your data

Local authority

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.

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental 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 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

The Department 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 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 DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>