



Privacy Notice for Workforce (including applicants, volunteers and contractors)

Document date: March 2024



Together, pursuing life in all its fullness

Version	Date	Author	Changes
V2.0	March 2020	Peter Blenkinsopp	Updated to consolidate as one document for workforce, volunteers, contractors and governors
V2.1	February 2022	Peter Blenkinsopp / Louise Beale	Reviewed, minor changes and updates for Academy Governance Committees and registered office address.
V3	March 2024	SchoolPro TLC / Louise Beale	Update to SchoolPro TLC template and review

Review frequency	2 years
Review date	March 2026
Ratified by	Trust Leadership Team
Date of ratification	4 th March 2024
Lead/owner	Head of Operation and Compliance
Target audience	Staff, volunteers and contractors
Document reference	POL-DP09

The electronic version is the definitive version of this document.

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Appendix 1 – How Government Use Your Data

1.0 Introduction

This Privacy Notice for the Trust explains how and why we store and process information about those employed by any part of the Trust. This includes individuals employed and those who are otherwise engaged to work or volunteer within the Trust, as well as potential employees during the recruitment process. It provides a guide to employees, workers, volunteers and job applicants about our legal obligations and their own rights. Like any organisation which handles personal data, our Trust is defined as a 'Data Controller' and, as such, we are registered with the ICO (Information Commissioner's Office) and we comply with the Data Protection Act and UK General Data Protection Regulation (UK GDPR). Our ICO registration number is ZA000718.

2.0 Categories of Workforce Information That We Process

The Categories of Workforce Information that we process include:

Personal Information	Name, date of birth, gender, address, email address, telephone and mobile numbers, emergency contact information Previous names/surnames Visual image e.g. for identity badge Age Marital status
Special category personal data	Race Health including occupational health information about physical and mental health, disabilities, pregnancy etc Ethnic origin Sex and gender reassignment Sexual orientation Religion or belief Disability and health information
Attendance Information	Work patterns including dates and times worked, dates and reasons for absences, absence history
Employment and payroll information	Details of referees and references DBS checks and any criminal record information Proof of eligibility to work in the UK (including visa, passport, share codes etc) Details of education, qualifications and training, professional registrations, membership of professional bodies Details of skills, experience, details and dates of previous employment Details of relationships with other Trust employees Post / roles Salary information and benefit entitlements Information required to meet with UK payroll compliance, including the passing of this information to any third party payroll provider engaged by the Trust HMRC forms e.g. P45 Pension membership information (including continuous service in Local Government Employment) Equal opportunities monitoring information, including information about age, ethnic origin, sex, sexual orientation, disability, marital status, religion or belief Information on any incidents or issues that may have been identified in online checks of publicly available information e.g. social media checks

	Documentation that confirms identity and proof of address National Insurance Number Employee or teacher number
Other	Assessments of your performance, including appraisals, performance reviews and ratings, and related correspondence Information relating to employee relations (disciplinary proceedings, grievances and complaints, Employment Tribunal claims etc Driving licence (if relevant to role) Personal interests Declarations of interest and/or gifts and/or hospitality Information relating to your health and safety at work, and details of any incidents or accidents Details required for claiming back work expenses

3.0 Why We Collect and Use Workforce Information

We use workforce data to carry out our activities and obligations as an employer. We need accurate and up to date information about the workforce in order to:

- Make decisions about the effective deployment, administration and management of the workforce including succession planning
- Run recruitment processes
- Make decisions about salary and compensation
- Inform the development of employment policies and procedures
- Safeguard our pupils and other individuals
- Ensure safe working practices
- Provide payroll services, including through a third-party payroll provider e.g. details of tax and National Insurance contributions, pension contributions and any other deductions
- Provide support to staff when required (e.g. medical emergencies)
- Maintain high standards of performance from the workforce
- Operate and keep a record of disciplinary, performance and grievance processes, to ensure acceptable conduct within the workplace and to inform organisational risk and compliance monitoring as well as defending the organisation in the event of legal action
- Support the development of employees via training, mentoring, coaching, career development
- For job applicants, to assess suitability for the role, to take steps at your request prior to entering into a contract with you, and to enter into a contract with you
- Ensure that we are complying with our legal obligations
- Ensure we meet our audit and accounting obligations
- Provide employment benefits such as Employment Assistance Programme and occupational health support
- Maintain and promote equality in the workplace
- Undertake staff surveys to collect employee input and opinion
- Provide employment references for current or former staff
- Meet government, professional body and other statutory body reporting requirements

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

(6a) Consent: employees and others who work in the Trust have given clear consent for us to process their personal data for the purposes indicated above.

(6c) A Legal obligation: the processing is necessary for us to comply with the law.

(6d) A duty to safeguard pupils: the processing is necessary in order to protect the vital interests of the data subject (children); (e.g. we are required to have evidence that staff have DBS clearance).

(6e) Public task: the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

The lawful bases for processing personal data are set out in Article 6 of the UK General Data Protection Regulation.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The Trust will work within the conditions of [GDPR - Article 9 of the UK GDPR](#):

(9.2a) explicit consent. In circumstances where we seek consent, we make sure that the consent is unambiguous and for one or more specified purposes, is given by an affirmative action and is recorded as the condition for processing. Examples of our processing include staff dietary requirements, and health information we receive from our staff who require a reasonable adjustment to access our site and services.

[\(9.2b\)](#) processing is necessary 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 and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

(9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person. An example of our processing would be using health information about a member of staff in a medical emergency.

(9.2f) for the establishment, exercise or defence of legal claims. Examples of our processing include processing relating to any employment tribunal or other litigation.

(9.2g) reasons of substantial public interest. As a Trust, we are a publicly funded body and provide a safeguarding role to young and vulnerable people. Our processing of personal data in this context is for the purposes of substantial public interest and is necessary for the carrying out of our role. Examples of our processing include the information we seek or receive as part of investigating an allegation.

(9.2j) for archiving purposes in the public interest. The relevant purpose we rely on is Schedule 1 Part 1 paragraph 4 – archiving. An example of our processing is the transfers we make to the County Archives as set out in our Records Management Policy.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

4.0 Collecting Workforce Information

We collect this information in a variety of ways, including by asking you to provide this information. For example, during the recruitment process data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, and information from criminal records checks.

We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold. This will only be carried out on shortlisted candidates and before interview. This processing of data will be conducted under the legal basis of Article 6(e) public task in line with the guidance laid out in para 221 of Keeping Children Safe in Education (KCSIE) 2022. Any data collected during this search will be retained in line with our retention schedule which is available on request.

We also collect personal information via self service HR Information Systems and automated job application platforms.

We will collect CCTV data when an individual attends a Trust site and are captured by a CCTV system if installed and used at the Academy.

Workforce data is essential for the academy's/trust'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.

5.0 Storing Workforce Information

We hold workforce and job applicant 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 see our Data Protection Policy and our IT and Information Security Policy available from our website [here](#).

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the academy site. Once the deadline for retaining information has passed, data kept electronically is deleted and paper copies are destroyed in conjunction with the retention schedule.

6.0 Who We Share Workforce Information With

As part of recruitment processes, your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, the central HR team and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

To meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share

your data with third parties for this purpose without your consent. The organisation will also share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We routinely share aspects of workforce information with:

- The Secretary of State
- The Department for Education (DfE)
- Suppliers and service providers with whom we have a contract (such as IT support providers)

Information will be provided to those agencies securely or anonymised where possible.

The recipient of the information will be bound by confidentiality obligations – we require them to respect the security of your data and to treat it in accordance with relevant legislation.

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

6.1 Secretary of State

We are required to share information about members of our workforce with the secretary of State under section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

6.2 Department for Education (DfE)

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 workforce with the Department for Education (DfE) under section 7 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.

6.3 Suppliers and Service Providers

We are required to share certain information about our workforce with suppliers and service providers (e.g. payroll and pensions information) to enable members of the workforce to undertake the legal responsibilities of their role.

7.0 Requesting Access to Your Personal Information

Under data protection legislation, employees have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your employment record, contact the academy office or central Trust HR team.

Depending on the lawful basis used for processing data (as identified above), you may also have the right to:

- 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; or
- not 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 or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance. Alternatively, you can contact our Data Protection Officer, see the contact section below. You can also 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.

8.0 What if You Do Not Provide Personal Information?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

9.0 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 the Head of Operations and Compliance via dpo@covmat.org

10.0 Last Updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.

11.0 Contact

If you would like to discuss anything in this privacy notice, please contact the school office in the first instance or the Data Protection Officer:

The Data Protection Officer

The Diocese of Coventry Multi Academy Trust
c/o St James CofE Academy
Barbridge Road, Bulkington
Bedworth, CV12 9PF
Tel: 01788 422900
dpo@covmat.org

Appendix 1 - 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 academy 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) (for example; via the school census) 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 academy employees with third parties who promote the education or well-being of children or the effective deployment of school/academy staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance.

The Department for Education (DfE) 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:

- 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 academy 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 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'. Further information on how to do this can be found within the Department for Education's (DfE) 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 for Education (DfE): <https://www.gov.uk/contact-dfe>