## C:\Users\zwilliams\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Magna_Logo_Landscape_Long_Spot_U.PNG

**STAFF PRIVACY NOTICE**

|  |  |
| --- | --- |
| Version control | |
| Magna Staff Privacy Notice v2 [12/02/2021] | Provisional review undertaken.  No changes other than to logo & amendment of AAT to Aspirations. |
| AAT Staff Privacy Notice v1 [March 2018] | Trust policy created ahead of GDPR |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of next review:** | September 2022 | **Owner:** | Director of Business and Operations |
| **Type of policy:** | Network/Statutory | **Approving Body:** | Board |

## GDPR privacy notice for the school workforce

Schools are currently required to detail to staff how their personal data may be collected and used. This requirement will remain once the General Data Protection Regulation (GDPR) comes into effect on 25 May 2018; however, schools will be required to revise their privacy notices to include further information on processing individuals’ personal data.

**Who processes your information?**

The academyis the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

The Data Protection Officer is responsible for overseeing data protection within the academy so if you do have any questions in this regard, please do contact them on the information below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

Telephone: 0203 326 9174

Lead Contact: Craig Stilwell

Where necessary, third parties may be responsible for processing staff members’ personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line staff members’ privacy rights.

**Why do we need your information?**

Aspirations 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. 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

Staff members’ personal data is also processed 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. This includes the following:

* Failure to be paid if no bank details are provided
* 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.
* Temporary loss of benefits, i.e. pension contributions
* Failure to provide the academy with ample proof of a right to work in the UK will prevent employment at the academy.
* Employees found to be working illegally could face prosecution by law enforcement officers.
* Loss of ability to notify staff of key information, i.e. academy closures (snow etc)
* Difficulty in contacting people in case of emergencies

**For which purposes are 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

**Which data is collected?**

The personal data the academy will collect from the school workforce includes the following:

* Names
* National insurance numbers
* Characteristics such as ethnic group
* Employment contracts
* Remuneration details
* Qualifications
* Absence information

[NB. The above list is not exhaustive]

The collection of personal information will benefit both the DfE and Aspirations 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.
* Enabling ethnicity and disability monitoring.
* Supporting the work of the school teachers’ review body.

**Will your 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.

**How is your information shared?**

Aspirations will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to the DfE. This includes the following:

* **Staff details**: This includes basic personal and statistical details. It also includes details of the teaching status of the staff members and their qualification route
* **Contract/Agreement**: This includes details of the nature of the contract held by the staff member (permanent/fixed/temporary). It also includes more details information including payment details.
* **Absences**: This section requires details of all staff absences by a predefines list of absence attributes. It also requires the duration of each absence.
* **Curriculum**: This section requires details of the curriculum delivered by particular staff members, including Teachers, Agency Teachers and Teaching Assistants.
* **Qualifications**: This includes details of qualification obtained by particular staff members, including Teachers, Agency Teachers and Teaching Assistants.

The amount of data required for the member of staff will depend on the contract held by the employee, teaching status and the nature of their role.

**How long is your data retained for?**

Staff members’ personal data is retained in line with Aspirations Records Management Policy.

Personal information may be retained for the following periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please download our Records Management Policy.

**What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

* Request access to the personal data that the academy holds.
* Request that your personal data is amended.
* Request that your personal data is erased.
* Request that the processing of your data is restricted.

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 withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner’s Office (ICO) in relation to how Aspirations processes their personal data.

**How can you find out more information?**

If you require further information about how we and/or the DfE store and use your personal data, please visit the academy website, GOV.UK website or download our GDPR Data Protection Policy and Records Management policy.