


# ATLAS Multi Academy Trust

	<b>Privacy Notice for the School Workforce</b>
	<b>This statement forms part of the General Data Protection Regulations Policy</b>
	<b>St Albans Girls' School : Beech Hyde Primary School and Nursery : Adeyfield School</b>

<b>1.</b>	<b>INTRODUCTION</b>
<b>1.1</b>	This is an ATLAS Multi Academy Trust Policy, but relates to all the Schools within the Trust. The Schools within ATLAS are referred to in this policy as 'the School', and the ATLAS Multi Academy Trust is referred to as 'ATLAS'.
<b>2</b>	<b>RATIONALE</b>
<b>2.1</b>	<p>The School is part of the Multi Academy Trust called ATLAS. For the purposes of Data Protection legislation, ATLAS is the Data Controller. This means it is in charge of personal data about you.</p> <p>The postal address of ATLAS is:</p> <p>ATLAS Multi Academy Trust St Albans Girls' School Sandridgebury Lane St Albans Herts AL3 6DB</p> <p>If you want to contact us about your personal information you can contact our Data Protection Officer who is Mathew Hall. You can speak to him in person at St Albans' Girls School or you can email him on <a href="mailto:mkh@stags.herts.sch.uk">mkh@stags.herts.sch.uk</a> or send a letter by post to the above address.</p> <p>In this policy 'we' and 'us' means ATLAS.</p>
<b>3</b>	<b>CATEGORIES OF INFORMATION WE PROCESS</b>
<b>3.1</b>	<p><b>The categories of school information we process includes:</b></p> <ul style="list-style-type: none"> <li>• Personal information (such as name, address, employee or teacher number, national insurance number)</li> <li>• Characteristic information (such as gender, age, ethnic group)</li> <li>• Contract information (such as start date, hours worked, post, roles and salary information)</li> <li>• Work absence information (such as number of absences and reasons)</li> <li>• Qualifications (and, where relevant, subjects taught)</li> <li>• Payroll information (including bank account details)</li> <li>• Sensitive information (special category data) medical information and trade union membership (if you supply it)</li> <li>• Identity documentation (such as passport, work visas, proof of address)</li> </ul>

	<ul style="list-style-type: none"> <li>• Safeguarding documentation (criminal convictions)</li> </ul> <p>You will know about most of this information as you will have supplied us with the details.</p>
<b>4</b>	<b>HOW WE USE YOUR INFORMATION</b>
<b>4.1</b>	<p>We process personal data relating to those we employ to work at, or otherwise engage to work, at the Schools within ATLAS. This is for employment purposes to assist in the running of ATLAS and to enable individuals to be paid.</p> <p>Collecting and using your information in this way is lawful because:</p> <ul style="list-style-type: none"> <li>• The processing is necessary for the performance of your employment contract and in the case of special category data (i.e sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on to us or on you by law in connection with your employment.</li> <li>• The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils.</li> <li>• In the case of special category data the processing is necessary for a safeguarding purpose, i.e. to protect students from harm. This is in the public interest.</li> <li>• The processing is necessary for the performance of our education function, which is a function in the public interest.</li> </ul>
<b>5</b>	<b>HOW WE COLLECT WORKFORCE INFORMATION</b>
<b>5.1</b>	<p>When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the ATLAS to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.</p> <p>We also collect personal information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contact details.</p>
<b>6</b>	<b>HOW WE SHARE YOUR INFORMATION WITH THIRD PARTIES</b>
<b>6.1</b>	<p><b><i>Local Authority and Department of Education</i></b></p> <p>We will not share information about you with third parties without your consent unless the law allows us to.</p> <p>We are required, by law, to pass on some of the personal data which we collect to:</p> <ul style="list-style-type: none"> <li>• our local authority</li> <li>• the Department for Education (DfE)</li> </ul> <p>Local Authority</p> <p>We are required to share information about our staff with our local authority (LA) under section 5 of the Education (supply of Information about the School Workforce) (No 2) (England) Regulations 2007 and amendments.</p> <p>Department for Education (DfE)</p> <p>The DfE collects personal data from education settings and local authorities via various data collections. We are required to share information about our students with the DfE for the</p>

	<p>purpose of those data collections under Hertfordshire County Council legislation for their sharing of information with the DfE.</p> <p>School workforce census: We are required to share information about school employees with the DfE under section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.</p> <p>All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.</p>
<p><b>6.2</b></p>	<p><b><i>Other ways we share your information</i></b></p> <p>We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.</p> <p>We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid correctly.</p> <p>We share your identity and pay information to HMRC in conjunction with your legal obligations to pay income tax and make national insurance contributions.</p> <p>We disclose the following details about you to our HR management support for the purposes of HR management:</p> <ul style="list-style-type: none"> <li>• Full Name</li> <li>• Date of birth</li> <li>• Address</li> <li>• Phone numbers</li> <li>• Email</li> <li>• Job title</li> <li>• National Insurance number</li> <li>• DfES No (teachers only)</li> <li>• Passport Number</li> <li>• Marital status</li> <li>• Emergency contact details</li> <li>• Ethnicity (if supplied)</li> <li>• Religious belief (if supplied)</li> </ul> <p>Where you are part of an external scheme such as Simplyhealth, or a salary sacrifice scheme such as a childcare voucher scheme, we share your details with the provider to the extent necessary for them to process your membership and ensure you pay the correct amount.</p> <p>We share your details with your pension provider in order to make sure that you pay the correct amount. For teachers the scheme is the TPS, for support staff the scheme is LGPS.</p> <p>Our disclosures to third parties are lawful because one of the following reasons applies:</p> <ul style="list-style-type: none"> <li>• The disclosure is necessary for the performance of your employment contract</li> <li>• The disclosure is necessary for the performance of a legal obligation to which the ATLAS is subject, for example our legal duty to safeguard students</li> <li>• The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm</li> <li>• The disclosure is necessary for the performance of our education function which is a function in the public interest</li> </ul>

	<ul style="list-style-type: none"> <li>We collect your consent</li> </ul> <p>For Special Category Personal Data (ie. Sensitive personal information):</p> <ul style="list-style-type: none"> <li>The disclosure is necessary for safeguarding purposes, i.e. to protect students from harm and is therefore in the substantial public interest</li> <li>The disclosure is necessary for the purpose of performing or exercising obligations or rights which are imposed or conferred by law on us the Data Controller or on you in connection with your employment</li> <li>We collect your explicit consent</li> </ul>
<b>7</b>	<b>HOW LONG WE KEEP YOUR PERSONAL INFORMATION</b>
<b>7.1</b>	We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy.
<b>8</b>	<b>YOUR RIGHTS</b>
<b>8.1</b>	<p>You have the right to:</p> <ul style="list-style-type: none"> <li>Ask for access to your personal information</li> <li>Ask for rectification of the information we hold about you</li> <li>Ask for the erasure of information about you</li> <li>Ask for our processing of your personal information to be restricted</li> <li>Data portability</li> <li>Object to us processing your information.</li> </ul> <p>If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: Phil O'Neill at <a href="mailto:pol@stags.herts.sch.uk">pol@stags.herts.sch.uk</a></p> <p>More information about your rights is available in our General Data Protection Regulations Policy from the School.</p> <p>If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:</p> <p>Information Commissioner's Office  Wycliffe House  Water Lane  Wilmslow  Cheshire  SK9 5AF</p> <p>Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.</p>