

Future Schools Trust Privacy Notice

Future Schools Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work within the Trust, or those otherwise contracted to work with us. This information is collected from you when employment begins and is saved onto employee personnel files. We process personal data for employment purposes to allow us to meet our contractual and legal obligations to you under your contract of employment. The categories of personal information that we collect, process and hold include:

- personal information (such as name, address, employee or teacher number, national insurance number, bank details)
- sensitive personal data (such as medical/disability information, criminal history, absence history and disciplinary data)
- Contact details (home/mobile number, email address and those of your next of kin)
- special categories of data including characteristics information such as gender, age, ethnic group
- Right to work documentation (Passport and/or Birth Certificate copies)
- Application and on boarding documents (interview notes/CVs)
- contract information (such as start dates, hours worked, post, roles and salary information)
- qualifications (and, where relevant, subjects taught)
- Internet activity/CCTV footage

No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the school to do so.

Why we collect and use this information

We use your personal information and workforce data to ensure/enable:

- the development of a comprehensive picture of the workforce and how it is deployed
- the development of recruitment and retention policies
- employees to be paid
- legislative compliance
- safeguarding and safer recruitment procedures
- improvement of the management of workforce data across the sector
- development of a comprehensive picture of the workforce and how it is deployed
- ethnicity and disability monitoring

The lawful basis on which we process this information

We process this information under the GDPR:

- **Article 6(1)(b)** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **Article 9(2)(b)** processing is necessary for the purpose 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.

Why we share school workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so. We are required, by law, to pass on some of this personal data to the following:

- **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.
- **Department for Education (DfE)**
We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

Data Collection

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

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.

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 Sarah Harrington, HR Manager.

You also have the right to (where applicable):

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- request access to the personal data that Future Schools Trust holds
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- request the deletion of your personal data ('right to be forgotten')
- The right to withdraw consent to your sensitive personal data being held

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.

Further Information

If you would like to discuss anything in this privacy notice, please contact Sarah Harrington, HR Manager further reading can be found in the Future Schools Trust Data Protection Policy on SharePoint.

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.

If you require further information about how we and/or the DfE store and use your personal data, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>