

## Privacy Notice (How we use workforce information)

The Morris Education Trust is classed as a 'Data Controller' under current UK data protection law which from 25 May 2018 is the General Data Protection Regulation 2016 (GDPR). The Trust is registered with the Information Commissioner's Office and follows the principles of the GDPR. This privacy notice covers all schools within the Morris Education Trust.

We take your privacy seriously and this notice outlines what sort of personal data we collect, why we do this, how long we store it and who we share it with. Access to personal data is only available to those who need it for a specific purpose.

### 1. The categories of workforce information that we collect, process, hold and share include:

- personal information (such as name, gender, age, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as ethnic group and disability
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- payroll information
- performance information
- photographic image
- biometric data points of fingerprints
- personal emergency contact information
- images through CCTV at various locations around our sites.

### 2. Why we collect and use this information

We use workforce data to:

- manage our workforce
- enable the development of a comprehensive picture of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- manage educational systems
- report to the Department for Education
- ensure the safety of members of staff
- process contracts of employment and for recruitment
- enable the use of some of our finance systems
- assist with the detection and prevention of crime
- improve teaching and learning processes at the school

### 3. The lawful basis on which we process this information

We process this information under

- Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>
- School Staffing (England) Regulations 2009

- Keeping children safe in education guidance
- School Teachers Pay and Conditions document
- National Agreement on Pay and Conditions of Service
- Conditions of Service for School Teachers in England and Wales
- Data Protection Act (1998) (until 25 May 2018)
- General Data Protection Regulation (from 25 May 2018)
  - Article 6(1)(a) – consent
  - Article 6(1)(b) – contract
  - Article 6(1)(c) – legal obligation
  - Article 6(1)(e) - public task
  - Article 9(2)(a) – explicit consent
  - Article 9(2)(b) – employment
  - Article 9(2)(h) – substantial public interest

#### **4. Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

#### **5. Storing this information**

Personal data will be kept secure whilst it is being stored, used and when it is being shared with others. We hold workforce data as outlined below. After this time the paper records are securely shredded and the electronic files are deleted.

- Finance data for 7 years
- Personnel data for 6 years post-employment

CCTV footage is overwritten on a rolling approximately 7 week schedule unless exported for evidential purposes in line with our ICO registered purposes (detection and prevention of crime).

#### **6. Who we share this information with**

We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- Morris Education Trust
- our educational consultants and payroll provider
- members of staff as appropriate
- occupational health as appropriate
- Governors/Trustees
- Suppliers including those for cashless catering systems, photography services and educational services

#### **7. Why we share 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.

##### **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.

## **8. Data collection requirements**

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 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.

For more information about the department's data sharing process, please visit:

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

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

## **9. Requesting access to 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 the Data Protection Officer, Morris Education Trust, by email [DPO@tmet.org.uk](mailto:DPO@tmet.org.uk) or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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; and
- claim compensation for damages caused by a breach of the Data Protection regulations

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/>

## **10. Further information**

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

The Data Protection Officer, Morris Education Trust, by email [DPO@tmet.org.uk](mailto:DPO@tmet.org.uk) or by phone 01223 200409 or write to Data Protection Officer, Morris Education Trust, 24 New Road, Impington, Cambridge, CB24 9LX.