

Staff Privacy Notice

(Updated 28 January 2021)

In this document The HEART Education Trust is referred to as 'we', 'our' or 'the Trust' and members of staff are referred to as "you" or "your".

To run the Trust and help learning and achievement for our pupils, we collect and use information about members of staff.

The Trust collects, processes and stores personal data in accordance with our Data Protection Policy. We will comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about staff?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Banking details
- Taxation details
- Pension details
- Job application details
- Selection and interview records
- References received
- Identity verification records
- Performance assessment details
- Information for improving performance
- Annual leave records
- Records of communications
- Photographs of you or images on CCTV
- Information to identify you in school / the Trust
- Records of transactions
- Information about the use of Trust IT systems
- Information about consultation with other professionals

We also are required to collect and use information that is given additional protection, for example:

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments

Why we collect and use this information

We use the information for some, or all, of the, reasons below:

- To enable you to work for us
- To support you in teaching and learning
- To maintain a safe environment for our pupils
- To provide appropriate pastoral care for our pupils
- To enable you to take part in appropriate training and professional development
- To help you to deliver the best support of our pupils and your colleagues
- To enable you to pay for meals at the Trust
- To comply with our legal obligations to share information
- To ensure your health and safety
- To keep you up to date with news about the Trust

The legal basis for using this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you (GDPR Article 6(1)(a))
For example: The use of banking information in our payment service
- To meet the terms of a contract (GDPR Article 6(1)(b))
For example: Recording the amount of annual leave you have taken
- To meet a legal requirement (GDPR Article 6(1)(c))
For example: Providing information to HMRC
- To protect the vital interests of you or someone else [Article 6(1)(d)]
For example: Giving your contact details to emergency services
- Delivering a public task (GDPR Article 6(1)(e)).
For example: Keeping records of meeting with parents

Where we use special category personal data, we process this under the following exemptions from Article 9 of GDPR:

- Explicit consent given by you (GDPR Article 9(2)(a))
For example: The use of biometric information to identify you for our catering system
- Information used in the field of employment (GDPR Article 9(2)(b))
For example: Using information about ethnic origin for equality monitoring purposes

- To protect the vital interests of you or someone else (GDPR Article 9(2)(c))
For example: providing details of any medical conditions you have in the event of an emergency
- For substantial public interest (GDPR Article 9(2)(g))
For example: Using information about your health to ensure a safe working environment

Storing your personal data

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example:

- Your personnel file is for 6 years after the date you leave employment
- Performance management documentation is kept for the current year and then for 5 years
- Records of any accident you have at work are kept for 12 years after the incident

If you'd like to know how long we keep a specific piece of personal data, please see our Data Retention Policy (available on our intranet and from our HR Department).

Sharing your personal data

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing who are authorised to receive the data
- Norfolk County Council
- HMRC
- The Department for Education
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or service provider, we have taken steps to ensure that they treat your personal data in a way that meets legal requirements.

Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis we are using the information you have different rights. If we are using your personal data based on your

consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the HR Department.

The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

a) The right of access to your personal data

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the HR Department. You will also need to supply us with standard information to verify your identity if required.

b) Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it, or to provide it in an electronic format that you can give to someone else. For some personal data if we are subjecting it to automated decision making then you have the right to object to this as request that a person is involved.

You can be given full details of these rights if you request them from the Chief Operating Officer or you can ask the Trust's Data Protection Officer.

Who to contact:

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller**. All members of staff work for the data controller.

If you have any questions about this privacy notice, in the first instance please contact the Trust HR Department:

Email: hr@thehearteducationtrust.co.uk

Telephone: 01603 343 541

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. We recommend that you contact the Chief Operating Officer. Contact details for the Chief Operating Officer are available on the staff intranet.

The Trust is also required to have a Data Protection Officer (DPO). The DPO advises the Trust about issues to do with data protection, but can also help you, if you have a problem.

Contact details for the Data Protection Officer are available at:

<https://www.thehearteducationtrust.co.uk/data-protection-gdpr/>

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or call 0303 123 1113.