

THE SOCIETAS TRUST PRIVACY STATEMENT TO SCHOOL WORKFORCE**(Those employed to teach, or otherwise engaged to work at The Trust and the Settings therein)****GDPR LEGAL REQUIREMENTS**

The Societas Trust (the Trust) has updated Data Protection Procedures with the requirements of the UK General Data Protection Regulation (UK GDPR) which is enforced from 25th May 2018, supporting the Data Protection Act 2018. We have to provide you with details of what information we process, who processes the information, how it is stored, and for how long, who it will be shared with and your individual rights relating to the processing of your personal data.

The Societas Trust is the data controller and the Trust's following work place Settings are data processors of the personal information you provide to us:

- Alsagers Bank Primary Academy
- Ash Green Primary Academy
- Ball Green Primary School
- Burnwood Primary Academy
- Carmountside Primary Academy
- Ellison Primary Academy
- Gladstone Primary Academy
- Goldenhill Primary Academy
- Oaklands Nursery School
- Sandford Hill Primary School
- Summerbank Primary Academy

We have a legal right and legitimate interest to collect and process personal data relating to those we employ to work, including across our settings, or those otherwise contracted to work at our settings. We process personal data in order to meet the requirements set out in the UK Employment, Academy and Safeguarding Law including those in relation to the following:

- Funding Agreements and Articles of Association;
- Legal and statutory framework;
- Safeguarding Vulnerable Groups Act 2006;
- The guidance "Keeping Children Safe in Education".

CATEGORIES OF PERSONAL INFORMATION

This personal data includes:

- personal information such as name, employee or teacher number, national insurance number, contact details and address;
- characteristics information such as gender, age, ethnic group;
- contract information, start date, hours worked, post, role and salary details;
- Pre-Employment Vetting: e.g. References, Enhanced DBS (includes Children's Barred List Check), Online Checks, Management Prohibition Checks for all successful candidates and Teacher Prohibition Checks where relevant;
- Children's Barred List Checks for all staff every 3 years
- payroll information;
- work absence information – absences and reasons;
- medical information where relevant;
- qualifications and where relevant subjects taught;

- CCTV Footage;
- Staff Photographs.

This list is not exhaustive. Please contact your setting for a data asset register detailing all categories of staff data held and retention thereof.

If Staff Members fail to provide their personal data, there may be significant consequences, including the failure to pay salaries on time and failure to meet legal compliance.

Staff members' personal data is only sought from you as the data subject. **No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the Trust to do so.**

WHY WE COLLECT AND USE YOUR PERSONAL INFORMATION

- We share information and comply with statutory, regulatory and contractual obligations. These may include but are not limited to: contractual requirements – staff contract forms;
- employment checks, right to work;
- Trust Safer Recruitment Requirements: e.g., References, (all references given or received by the Trust are confidential), Enhanced DBS Disclosures, Online Checks; Teacher and Management Prohibition Checks for all successful candidates;
- salary requirements and pension contributions;
- legislative compliance;
- monitoring purposes;
- workforce planning/ workforce Census;
- HR administration and processes;
- CPD and staffing issues;
- CCTV images for security and safeguarding purposes in accordance with the school's CCTV Policy;
- Staff photographs for school displays, learning journey's, school website, school social media sites and class photos.

We process personal data for employment purposes to assist in the running of the organisation and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing improved financial modelling and planning;
- enabling disability and ethnicity monitoring;
- supporting the work of the School Teachers' Review Body.

WHO WE SHARE YOUR PERSONAL INFORMATION WITH

The Societas Trust will not share information about you with a third party without your consent unless the law allows us to do this.

We are required to share information about our workforce with the DFE and our local authority under

- section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and subsequent amendments;
- Article 6 and Article 9 of the GDPR, for example the collection of data for the school census.

We routinely share this information with:

- Stoke on Trent City Council;

- The Department for Education;
- Staffordshire County Council;
- HMRC;
- Insurance providers.
- Safeguarding and protection for children and vulnerable adults
- Legal advisors
- Teacher Pension Scheme and the Local Government Pension Scheme
- Health professionals

We share personal data about our employees with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/expenditure.

The DfE collects personal data from educational settings via various statutory data collections. They may share information about school employees and third parties who promote the education or well-being of children or the effective deployment of school staff in England by conducting research and analysis, producing statistics and providing information advice and guidance. The department has robust processes in place to ensure the confidentiality of personal data and stringent controls regarding access and use. 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.

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

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

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

How to find out what personal information the Department of Education (DfE) hold about you

Under the terms of the [Data Protection Act 2018](#), you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

For privacy information on the data the Department for Education (DfE) collects and uses, please see:

<https://www.gov.uk/government/publications/privacy-information-education-providers-workforce-including-teachers>.

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

We also have a legal obligation to share information about our employees when required with the Office of National Statistics. The ONS process personal data in accordance with the GDPR for statistical purposes under the Statistics of Trade Act (STA) 1947.



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

MOBILE DEVICES AND TEXT MESSAGING

It is the individual's responsibility to ensure that all personal devices such as mobiles and tablets do not share content or information received via the organisation's messaging services. Email and SMS derived from within the organisation's messaging services are intended for the recipient only and should not be forwarded. The user understands and accepts devices should not be linked to other devices / cloud services whereby a 3rd party could view communications. Any such communication is intended for internal use only and the contents should not be disclosed to any other person.

HOW WE KEEP YOUR PERSONAL INFORMATION SAFE AND HOW LONG WE RETAIN YOUR INFORMATION

We hold Data securely for the set amount of time shown in our data retention policy and 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.

In accordance with the Data Protection Act (2018) and the UK GDPR any personal information (including references) will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

YOUR SUBJECT ACCESS RIGHTS

As the data subject, you have specific rights relating to the processing of your personal data. You have a legal right to:

- Request in writing access to the personal data that The Trust holds;
- Request in writing that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no compelling reason for its continued processing;
- Request in writing that the processing of your data is restricted;
- Object to processing of personal data that is likely to cause you damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being made by automated means;
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

Workforce Data is essential for the operational use by The Societas Trust, the settings therein, and the Local Authorities. Whilst the majority of the personal information you provide is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

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.

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Staff Members also have the right to lodge a complaint with the Information Commissioners Office (ICO) in relation to how The Societas Trust processes their personal data



If you require further information about how your personal data is stored, please refer to the following:

- Records Management Toolkit for Schools
- Trust GDPR Data Protection and Retention Policies
- Setting Data Asset Register
- Trust CCTV Policy
- There will be additional links included to other Policies/ Documents

If you have any queries, or would like to discuss anything in this privacy notice, please contact in writing your Setting Business Manager in the first instance or contact admin@societatrust.org.uk

The Trust's Data Protection Officer (DPO) is SBM Services (U.K.) Ltd, 12 Park Lane Business Centre, Park Lane, Langham, Colchester, CO4 5WR Tel 01206 671103 info@sbmservices.co.uk

***Please complete the following Declaration Statement and return it to the Setting's Business Manager**

Staff Declaration

I,, declare that I understand:

- The Societas Trust has a legal and legitimate interest to collect and process my personal data relating to statutory and contractual requirements;
- The Societas Trust may share my data with the DfE and the relevant LA;
- The Societas Trust will not share my data with any other third parties without my consent, unless the law requires the Trust to do so;
- My data is retained in line with Data Retention Policy;
- My rights to the processing of my personal data.

Name of Staff Member

Signature of Staff Member

Date