Forest Academy

Privacy notice for school staff

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or who otherwise engage to work at our school**. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy as soon as reasonably practical.

We, Forest Academy, Bury Road, Brandon, Suffolk, IP27 0FP – Tel: 01842 810309 are the 'data controller' for the purposes of UK data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

We will comply with the data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in an application form or as part of the application process

- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Information about your use of our information and communications systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Information about trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We collect and use the data listed above to:

a) Enable you to be paid
b) Check your entitlement to work in the UK
c) Determine the terms on which you work for us
d) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
e) Support effective performance management
f) Inform our recruitment and retention policies
g) Allow better financial modelling and planning
h) Enable equalities monitoring
i) Improve the management of workforce data across the sector
j) Support the work of the School Teachers' Review Body
k) Make sure our information and communications systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely
l) Ascertain your fitness to work
m) Manage sickness absence

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by selecting the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision-making and profiling

We do not currently process any staff members' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)
- Protect your welfare

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in Section 3 above are as follows:

Contract

For the purposes of a and c, and where applicable e and m, we rely on the 'contract' basis where processing is necessary to enter into or fulfil our employment contract with you.

This includes processing your personal data to arrange payment of your salary, administer your contractual employment terms and benefits, and manage contractual sickness absence arrangements where necessary.

Legal obligation

For the purposes of b, d, h and k, and where applicable a, c, e, i, j, l and m, we rely on the 'legal obligation' basis where processing is necessary to comply with a specific legal duty.

This may include checking your right to work in the UK, carrying out required pre-employment and safeguarding checks, meeting payroll and tax obligations, complying with employment and health and safety legislation, and submitting statutory workforce information.

Relevant legislation and guidance may include:

- Immigration, Asylum and Nationality Act 2006, in relation to right-to-work checks.
- Education Act 2002, including section 175 in relation to safeguarding and promoting the welfare of children.
- Equality Act 2010.
- Employment Rights Act 1996.
- Health and Safety at Work etc. Act 1974.
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Applicable statutory guidance, including Keeping Children Safe in Education.

- Requirements for statutory school workforce data collections, including the School Workforce Census.

We will rely on this basis where processing is necessary to meet a specific legal obligation.

Public task

For the purposes of f, g, i and j, and where applicable e and k, we may rely on the 'public task' basis where processing is necessary to carry out a task in the public interest that has a clear basis in law.

This may include workforce data collection and reporting, financial and workforce planning, and the provision of information to relevant public bodies in support of their statutory education functions, where the requirements for this lawful basis are met.

Legitimate interests

For the purposes of d, e, f, g, h, i, k, l and m, where appropriate and legally available, we may rely on the 'legitimate interests' basis.

Our legitimate interests may include:

- Recruiting and retaining suitable staff and ensuring that recruitment processes are effective.
- Managing and improving staff performance and development.
- Planning staffing levels, workforce requirements and budgets.
- Evaluating recruitment and retention trends.
- Monitoring equality and diversity to help us understand and improve our employment practices, where appropriate.
- Maintaining the security of our information and communication systems, equipment and facilities.
- Preventing unauthorised access, misuse and malicious software.
- Managing staff attendance and supporting the effective operation of the school.

We will only rely on legitimate interests where the processing is necessary for the relevant interest and your interests, rights and freedoms do not override those interests. We will document the relevant assessment where required. We will not rely on this basis where it is unavailable for the processing activity concerned.

Consent

For the purposes of Section 3.1 (marketing communications), we rely on the 'consent' basis where we ask for your permission to send marketing information by email or text about school events, campaigns, charitable causes or services.

You may withdraw your consent at any time by using the unsubscribe facility in the relevant communication or by contacting us. Withdrawal will not affect the lawfulness of processing carried out before consent was withdrawn.

We will only rely on consent for other staff-related processing where it is appropriate and you have a genuine choice about whether your data is used.

Vital interests

We may rely on the 'vital interests' basis where processing your personal data is necessary to protect your life or the life of another person, for example, in a life-threatening emergency.

We do not rely on this basis for routine employment administration.

4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and 1 of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed above in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals

6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary to comply with our legal requirements or to meet our regulatory requirements. Our records management policy sets out how long we keep information about staff.

Our records management policy is available to download from our website:
https://www.forest.suffolk.sch.uk/web/policies/258840

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer have a legal requirement to retain it.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Suffolk County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Department for Education
- Our regulator, Ofsted
- Suppliers and service providers:
  - Aspens (catering)
  - Schools' Choice for HR/Payroll/GDPR/Finance
  - CPOMS (Safeguarding monitoring)
  - Smoothwall (Filtering and Monitoring)
  - Arbor (School MIS)
  - SAGE Intacct (Finance package)
- Financial organisations
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

7.1 Transferring data internationally

International transfers of personal data

We use third-party service providers to support the delivery and administration of our school services, including Google Workspace for Education and Arbor, our management information system (MIS).

Arbor states that its MIS data and backups are hosted in the UK. However, some of its service providers and subprocessors may process personal data in other countries. Google Workspace for Education may also involve international processing or access to personal data, depending on the services used and the applicable contractual arrangements.

Where personal data is transferred to, or made accessible to, an organisation outside the UK, we will ensure that the transfer complies with UK data protection law. Depending on the circumstances, this may involve a UK adequacy regulation or appropriate safeguards, such as the UK International Data Transfer Agreement (IDTA) or the UK Addendum to the EU Standard Contractual Clauses, together with any required assessment of the transfer.

We will take appropriate steps to ensure that personal data remains protected when it is processed internationally. You can contact us using the details in the 'Contact us' section of this privacy notice to request further information about international transfers and the safeguards in place.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting Naimi White – naimiwhite@forestacademy.co.uk

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/make-a-complaint/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Our data protection officer is:

- Schools' Choice Data Protection - data.protection@schoolschoice.org

However, our data protection lead has day-to-day responsibility for data protection issues in our school.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

- Naimi White – naimiwhite@forestacademy.co.uk