

Chester Diocesan Academies Trust

Privacy Notice for Staff

Chester Diocesan Academies Trust (CDAT) ('the Trust', 'we', 'us' or 'our') take data protection and our obligations with regard to data protection seriously. Under data protection law, individuals have a right to be informed about how their employer uses any personal data held 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 otherwise engage, to work at our Trust.

Our details

We are:	Chester Diocesan Academies Trust (CDAT)
Address:	Church House, 5500 Daresbury Park, Daresbury, Warrington, WA4 4GE
Web site:	www.cdat.co.uk
Phone number:	01928 718834
ICO registration number:	ZA034006
Data Protection Officer:	Jason Hampton
Contact email:	DPO@cdat.co.uk

Who processes your information?

Chester Diocesan Academies Trust (CDAT) is the data controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulation (together the "Data Protection Law") of the personal information you provide to us. This means that the Trust determines the purposes, and the manner in which, any personal data is processed.

Why do we collect and use personal information?

We use personal data to:

- Inform the development of recruitment and retention policies.
- Enable individuals to be paid.
- Assist with safe recruitment, as part of our safeguarding obligations towards pupils.
- Contact you directly when you are not on the premises.
- Contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.
- Enable the development of a comprehensive picture of the workforce and how it is deployed.
- Monitor equal opportunities.
- Support effective performance management.
- Comply with legal and audit requirements including statutory returns and payment of expenses.

Categories of workforce information that we collect, hold and share

We may collect and process the following types of Personal Data relating to those we employ, or otherwise engage, to work at our Trust. This includes, but is not restricted to:

- Personal information (such as name, employee or teacher number, date of birth).
- Contract information (such as start dates, hours worked, post, roles and salary information, pension and benefits information).
- Work absence information (such as number of absences and reasons).
- Qualifications and employment records including work history, job titles, training records and professional memberships (and, where relevant, subjects taught).
- Recruitment information, including information included in a CV, job application or cover letter, and right to work documents.
- Medical information (such as food allergies or medication needed in an emergency).
- Contact and next of kin information (such as telephone numbers of contacts that an employee would want the Trust to contact in an emergency).
- Address information (such as the known contact address to direct correspondence to).
- Payroll information (such as bank account numbers for payment transfers, National Insurance number and tax status information).

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data where this is necessary for your employment or other engagement to work for us. This includes information about (where applicable):

- Race or ethnic origin (usually anonymously).
- Religious beliefs.
- Sexual orientation (for example as part of an investigation into complaints, made by you or others, into matters such as discrimination, etc).
- Trade union membership and political opinions, where applicable and not as a matter of course.
- Health, including any medical conditions, and sickness records.
- Data relating to criminal convictions or offences or related security measures (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations).

The lawful basis on which we process this information

We collect and use personal information from you in order to meet and discharge our contractual obligations and statutory duties as your employer. The Trust will process your information in accordance with Data Protection Law (the General Data Protection Regulation and the UK Data Protection Bill and any other applicable law including the Education Act 1996) and its own Data Protection Policy.

The legal basis for the use of your personal data will be one or more of the following:

- To satisfy our legal obligations and statutory duties as your employer.
- To carry out a task in the public interest or in the exercise of official authority in our capacity as a Trust.
- To meet our contractual obligations in relation to your statement of employment contract with us.
- To protect your vital interests (or someone else's interests).
- We have legitimate interests in processing the data, for example providing data to pensions providers or third party health and wellbeing providers.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

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 information to us or if you have a choice in this.

Storing personal information

We keep information about staff on computer systems and on paper. All data is held securely and is only used for purposes directly relevant to your employment, or for audit and census information. Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Trust's Data Retention Policy.

Sharing Information

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

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

- Other schools within the Trust
- The Local Authority
- The Department for Education
- Your family or representatives
- Educators and examining bodies
- Regulatory bodies, such as Ofsted
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll or employee wellbeing
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

Requesting access to your personal data

You have the right to request access to information which we hold about you. To make a request for your personal information please contact the Trust's Data Protection Officer at dpo@cdat.co.uk.

You also have specific rights in relation to the processing of your data:

- To ask us for access to information about you that we hold.
- To have your personal data rectified, if it is inaccurate or incomplete.
- To request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- To restrict our processing of your personal data (i.e. permitting its storage but no further processing).
- To object to direct marketing, including profiling, and processing for the purposes of scientific/historical research and statistics.
- Not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

For further information on how to request access to personal information held centrally by DfE, please see the '[How Government uses your data](#)' section of this notice.

Making a complaint

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. If you are unhappy with the way we have dealt with any of your concerns, you can make a complaint to the Information Commissioner's Office (ICO), the supervisory authority for data protection issues in England and Wales using the details below. The ICO is a wholly independent regulator established in order to enforce data protection law.

ICO Concerns website: www.ico.org.uk/concerns
ICO Helpline: 0303 123 1113
ICO Email: casework@ico.org.uk
ICO Postal Address: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire
SK9 5AF

Changes to this notice

Any changes we make to this notice in the future will be posted on our website and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes.

This privacy notice was last updated on 31st January 2019.

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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.

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- 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

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

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

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