

# Puddletown Church of England First School

‘Inspiring learners to be the best they can be’

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## Privacy Notices - school workforce

### Who we are

Puddletown First School is part of the Greenwood Tree Academy Trust (GTAT). For the purposes of Data Protection legislation, GTAT is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Greenwood Tree Academy Trust  
C/o St Mary's Middle School  
Coombe Road  
Puddletown  
Dorchester  
Dorset  
DT2 8SA

The Data Protection Officer for the Trust can be contacted through the GTAT Central Office at St Mary's Middle School.

In this policy ‘we’ and ‘us’ means GTAT.

### How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at or within our Trust. This is for employment purposes to assist in the running of GTAT and to enable individuals to be paid.

This personal data includes identifiers such as names, photographs, contact details, date of birth, marital status and gender. It also includes next of kin, emergency contact details, absence information, national insurance numbers, employment contracts, payroll and remuneration details, qualifications and employment records. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. We will also collect information including copies of right to work documentation and pre-employment checks.

During employment, other personal information gathered such as performance information and outcomes of any disciplinary and/or grievance procedures.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which GTAT is subject, for example our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.



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- The processing is necessary for the performance of our education function which is a function in the public interest.
- Support effective performance management.

### **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)

The collection of this information will benefit 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 better financial modelling and planning
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE store and use your personal data please visit:

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

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about you to our HR provider for the purposes of HR management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

We may also share information to Ofsted, our auditors, financial organisations, trade unions, supplier and service providers (e.g. Health and Safety/Occupational Health) and Social Care, Professional advisers and consultants, Police forces, courts and tribunals.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract.

- The disclosure is necessary for the performance of a legal obligation to which GTAT is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

### **How long we keep your personal information**

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in GTAT Records Retention Policy which can be requested from your school data processor.

### **Transferring Data Internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your Rights**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the school data processor for a subject access request form.

More information about your rights is available in our GTAT Data Protection Policy which can be requested from the school Data Processor.

### **Complaints**

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Report a concern online at <https://ico.org.uk/concerns/>

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.