



## **Privacy notice for staff**

*This policy has been approved by the Board of Trustees with reference to the academy's Equality Policy. The aims of the Equality Policy are to ensure that Plume Academy meets the needs of all, taking account of gender, gender identity, ethnicity, culture, religion, language, sexual orientation, age, ability, disability and social circumstances. It is important that in this academy we meet the diverse needs of students to ensure inclusion for all and that all students are prepared for full participation in a multi-ethnic society.*

Responsibility: Director of Finance & Premises

Approved by Trustees: June 2020

Date for review: June 2022

## Privacy Notices - school workforce

### Who we are

Plume, Maldon's Community Academy is part of the Plume Academy Trust called Plume School. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Academy Trust headquarters is: Plume Academy, Fambridge Road, Maldon, CM9 6AB.

The Data Protection Officer for the Trust is Richard Scott. He can be contacted by email: [R.Scott@Plume.essex.sch.uk](mailto:R.Scott@Plume.essex.sch.uk) or by phone 01621 879854.

In this policy 'we' and 'us' means the Plume Academy Trust.

### How we use your information

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

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. 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. You will know about this because you will have supplied us with the relevant contact details.

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 the Academy Trust 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; and
- the processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the Academy Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

### 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); and
- Her Majesty's Revenue & Customs (HMRC).

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/HMRC store and use your personal data please visit:

- <https://www.Essex.gov.uk>
- <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 Human Resource and Legal about you to our HR and Legal Advisors (Stone King LLP) 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 (EdenRed Ltd) and the 'cycle to work' Cyclescheme Ltd, 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 Teachers' Pension Scheme, for support staff the scheme is Local Government Pension Scheme.

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 the Academy Trust 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; and
- 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 our records retention policy.

## **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 (unless we have a legal/ safeguarding reason to retain that data);
- ask for our processing of your personal information to be restricted;
- data portability; and
- 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: Richard Scott, Director of Finance & Premises (DPO)

More information about your rights is available in our data protection policy (available on the H Drive).

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer (Richard Scott) and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

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

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