



# Privacy Notice

## 1. Privacy Notice (How we use employee information)

1.1 The categories of school information that we process include:

- a. Personal information (such as name, employee or teacher number, contact details including phone number and address and national insurance number)
- b. Characteristics information (such as gender, age, ethnic group)
- c. Contract information (such as start date, hours worked, post, roles and salary information)
- d. Work absence information (such as number of absences and reasons)
- e. Qualifications (and, where relevant, subjects taught)
- f. Medical information (such as allergies, medication and dietary requirements)
- g. Bank details (for the purposes of processing payroll)

1.2 This list is not exhaustive, to access the current list of categories of information we process please request our data audit register from [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

## 2. Why we collect and use employee information

2.1 We use employee data to:

- a. Enable the development of a comprehensive picture of the workforce and how it is deployed
- b. Inform the development of recruitment and retention policies
- c. Enable individuals to be paid

2.2 The lawful basis on which we use this information

We collect and use student information to comply with our legal obligations under the following acts of Parliament:

- a. The Equality Act 2010

And the following regulations:

- b. Keeping Children Safe in Education (Statutory guidance for schools and colleges) September 2019

2.3 Processing personal data is necessary for the purposes of carrying out the obligations and exercising specific rights of the The Trust or of student. The Trust will ensure that appropriate safeguards for the fundamental rights and the interests of the subject are in place.

2.4 In addition, concerning any special category data:

Processing special category data is necessary for the purposes of carrying out the obligations and exercising specific rights of the Trust or of student. The Trust will ensure that appropriate safeguards for the fundamental rights and the interests of the subject are in place.

2.5 We process employee information based on the following lawful legal basis:

- a. Public task (name and contact details, medical information, ethnicity and diversity information, disciplinary and grievance records, appraisal records, recruitment records)
- b. Contract (qualifications, salary, bank details)
- c. Consent (photographs)

### **3. Collecting employee information**

3.1 We collect personal information via initial recruitment documentation, annual update forms and annual reviews.

3.2 Employee data is essential for the academy's operational use. Whilst the majority of personal information you provide to us 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.

### **4. Storing employee information**

4.1 We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact our data protection officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

4.2 For details on how we store and secure our data please request our data security and storage policy from our data protection officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

4.3 All policies are reviewed by the Trust Board on an annual basis.

### **5. Who we share employee information with**

5.1 We routinely share this information with:

- a. Our local authority (where applicable)
- b. The Department for Education (DfE)

### **6. Why we share academy employee information**

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

### **7. Department for Education**

7.1 The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our employees, children and young people with the Department for Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Privacy Notice update spring 2020 v 16.03.2020

Workforce) (England) Regulations 2007 and amendments.

7.2 All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

## **8. How Department for Education uses your data**

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

- a. Informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- b. Links to school funding and expenditure
- c. Supports 'longer term' research and monitoring of educational policy

## **9. Data collection requirements**

9.1 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>.

## **10. Sharing by the Department**

10.1 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:

- a. Conducting research or analysis
- b. Producing statistics
- c. Providing information, advice or guidance

10.2 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:

- a. Who is requesting the data
- b. The purpose for which it is required
- c. The level and sensitivity of data requested; and
- d. The arrangements in place to securely store and handle the data

10.3 To be granted access to school employee 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.

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

## **11. Requesting access to your personal data**

11.1 Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our data protection office at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

11.2 You also have the right to:

- a. Object to processing of personal data that is likely to cause, or is causing, damage or distress
- b. Prevent processing for the purpose of direct marketing
- c. Object to decisions being taken by automated means
- d. In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- e. A right to seek redress, either through the ICO, or through the courts

11.3 For full details of our individual right policy please request a copy of the policy from our data protection officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

11.4 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.

## **12. Contact**

12.1 If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

## **13. Privacy Notice (How we use student information)**

13.1 The categories of student information that we collect, hold and share include:

- a. Personal information (such as name, unique student number contact details and address)
- b. Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- c. Attendance information (such as sessions attended, number of absences and absence reasons and any previous schools attended)
- d. Assessment Information (such as predicted grades, examination results, KS2 SATS, post 16 courses enrolled for and any relevant results)
- e. Behaviour Information (to include Fixed Term and Permanent Exclusions and any relevant alternative provision put in place)
- f. Special Educational Needs Information (such as EHCP, current needs)
- g. Safeguarding information (such as court orders and professional involvement)
- h. Medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- i. Biometric data (finger print data for the use of our cashless catering system)

13.2 This list is not exhaustive, to access the current list of categories of information we process please request our data audit register from [dataprotection@furnessacademy.co.uk](mailto:dataprotection@furnessacademy.co.uk)

#### **14. Why we collect and use this information**

14.1 We use the student data:

- a. To support student learning
- b. To monitor and report on student attainment and progress
- c. To provide appropriate pastoral care
- d. To assess the quality of our services
- e. To comply with the law regarding data sharing
- f. To keep children safe (food allergies, or emergency contact details)
- g. To meet the statutory duties placed on us for DfE data collections

#### **15. The lawful basis on which we use this information**

15.1 We collect and use student information to comply with our legal obligations under the following acts of Parliament:

- a. The Education Act 1996
- b. The Education (Pupil Information) (England) Regulations 2005
- c. The Special Educational Needs and Disability Act 2001
- d. The Special Educational Needs (Information) Act 2008
- e. The Children Act 200

And the following regulations:

- f. Keeping Children Safe in Education (Statutory guidance for schools and colleges) September 2019
- g. For the purposes of day to day administration e.g. trips and activities in accordance with the legal basis of public task

15.2 Processing personal data is necessary for the purposes of carrying out the obligations and exercising specific rights of the Trust or of student. The Trust will ensure that appropriate safeguards for the fundamental rights and the interests of the subject are in place.

15.3 In addition, concerning any special category data:

Processing special category data is necessary for the purposes of carrying out the obligations and exercising specific rights of the The Trust or of student. The Trust will ensure that appropriate safeguards for the fundamental rights and the interests of the subject are in place.

#### **16. Collecting student information**

16.1 We collect student information via registration forms at the start of the school year, CTF files and transfers from previous schools.

16.2 This list is not exhaustive, if you require full details please request our data audit information from [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk)

16.3 Student data is essential for the academy's operational use. Whilst the majority of student information provided to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this.

## **17. Storing student data**

17.1 We hold student data in line with our record retention policy, a copy is available on request from [dataprotection@furnessacademy.co.uk](mailto:dataprotection@furnessacademy.co.uk)

## **18. We routinely share student information with:**

- a. Schools that the student's attend after leaving us
- b. Our local authority
- c. The Department for Education (DfE)
- d. School Nurse (NHS)
- e. Inspira
- f. Speech Therapy Service
- g. SEN Services
- h. Social Care Services
- i. Community Paediatrician

## **19. Why we share student information**

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

19.2 We share students' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring. We are required to share information about our students with the (DfE) under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **20. Data collection requirements:**

20.1 To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## **21. Youth support services Students aged 13+**

21.1 Once our students reach the age of 13, we also pass student information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

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- a. Youth support services
- b. Careers advisers

21.2 A parent or guardian can request that only their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / student once he/she reaches the age 16.

## **22. The National Pupil Database (NPD)**

22.1 The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

22.2 We are required by law, to provide information about our students to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

22.3 To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

22.4 The department may share information about our students from the NPD with third parties who promote the education or well-being of children in England by:

- a. Conducting research or analysis
- b. Producing statistics
- c. Providing information, advice or guidance

22.5 The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- d. Who is requesting the data
- e. The purpose for which it is required
- f. The level and sensitivity of data requested: and
- g. The arrangements in place to store and handle the data

22.6 To be granted access to student information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

22.7 For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

22.8 For information about which organisations the department has provided student information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>.

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

### **23. Requesting access to your personal data**

23.1 Under data protection legislation, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our data protection officer at [dataprotection@furnesseducationtrust.co.uk](mailto:dataprotection@furnesseducationtrust.co.uk).

23.2 You also have the right to:

- a. Object to processing of personal data that is likely to cause, or is causing, damage or distress
- b. Prevent processing for the purpose of direct marketing
- c. Object to decisions being taken by automated means
- d. In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- e. Claim compensation for damages caused by a breach of the Data Protection regulations

23.3 If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **24. Contact**

24.1 If you would like to discuss anything in this privacy notice, please contact:  
Data Protection Officer, Furness Education Trust, Park Drive, Barrow-in-Furness, Cumbria, LA13 9BB. Telephone Number 01229 484270