

## Privacy notice for employees

Multi-academy trusts have a duty to inform their workforce of how they process any information about them that is in their control. This is referred to as '**personal data**'.

The Skills for Life Trust do this by providing employees with a privacy notice. For the purpose of this privacy notice, '**processing**' refers to anything we do with your personal data, including collecting, storing, sharing or securely disposing of it when it is no longer required.

## What categories of personal data are processed?

The categories of personal data that we process include the following:

- **Personal information** – e.g. name, employee or teacher number, National Insurance number
- **Characteristics information** – e.g. gender, age, ethnic group
- **Contract information** – e.g. start date, hours worked, post, roles and salary information
- **Work absence information** – e.g. number of absences and reasons for absence
- **Qualifications** – and where relevant, the subjects taught
- **Performance information** – e.g. appraisal, disciplinary and grievance procedures
- **Enhanced Disclosure and Barring Service (DBS) information**

## Why do we collect and use your personal data?

We collect and use your personal data for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal data are:

- To fulfil a contract we have entered into with you
- To comply with a legal obligation

- To carry out a task in the public interest

Less commonly, we also rely on the following lawful bases when process personal data:

- Consent
- To protect an individual's vital interests (protect their life)
- Legitimate interest – for example:
  - Publicity
  - Marketing

## How do we collect your personal data?

We collect your personal data via the following methods:

- Application forms
- Payroll forms
- Absence forms
- Appraisal process forms
- CPD request forms
- Healthcare questionnaire
- DBS Check

Whilst most of the personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain personal data to us or if you have a choice.

## How do we store your personal data?

We hold your personal data securely for the set amount of time shown in the trust's Records Management Policy and Records Retention Schedule, which can be found [here](#).

For more information about how we keep your personal data safe, please see the trust's Data Security Policy, which can be found [here](#).

## Who do we share your personal data with?

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

- The Local Authority – Medway Council and Kent County Council

- The Department for Education (DfE)
- Examination boards
- Ofsted
- Suppliers and service providers
- Payroll, pension and Tax service providers
- Trade unions and associations
- Survey and research organisations
- External auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- The police
- Courts
- Professional bodies

## Why do we share your personal data?

We do not share personal data about you with anyone without your consent, unless the law and our policies allow us to do so.

We are required to share your personal data with our Local Authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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

All personal data 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](#).

## How does the government use your data?

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

- Informs the DfE's 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

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Data Sharing

The DfE may share your personal data with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are controls in place regarding access to and use of the personal data. The DfE makes decisions on whether they will share personal data with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the personal data
- The purpose for which the personal data is required
- The level and sensitivity of the personal data requested
- The arrangements in place to securely store and handle the personal data

To access personal data that is processed by the DfE, organisations must comply with strict terms and conditions covering the confidentiality and handling of personal data, security arrangements and retention of the personal data.

## How to find out what personal data the DfE holds about you

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal data it holds about you. You have the right to ask the DfE:

- If it processes your personal data
- For a description of the data it holds about you
- The reasons it is holding your data and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

## What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the personal data the school holds about you
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Have your personal data rectified if it's inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal data we hold about you, please contact the Skills for Life Trust HR Department by raising a support ticket [here](#).

For more information about Subject Access Requests, please see the trust's Subject Access Request Procedure, which can be found [here](#).

If you are concerned about the way we are processing your personal data, please raise your concern with the Skills for Life Trust HR Department.

If you are concerned about the way your request relating to access or processing of personal data is being dealt with, please raise your concern with the Trust Data Protection Officer (DPO).

You can also contact the ICO at <https://ico.org.uk/concerns/>.

## How to withdraw consent and lodge complaints

Where the Skills for Life Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Skills for Life Trust HR Department.

## How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Skills for Life Trust Data Protection Officer:

Mr T Heyes,  
Data Protection Officer,  
Skills for Life Trust,  
157 Waldersalde Road,  
Chatham,  
Kent,  
ME5 0LP

Telephone: 01634 861593

Email: [privacy@sflt.org.uk](mailto:privacy@sflt.org.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit the [Skills for Life Trust website](#), the [Gov.UK website](#).