

Ormiston Academies Trust

Employees Privacy Notice

This privacy notice has been written to inform current and former employees of Ormiston Academies Trust (OAT) about how and why we process their personal data.

Who are we?

Ormiston Academies Trust is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed Alexandra Coughlan to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with GDPR and to oversee data protection procedures. The contact details are:

dpo@ormistonacademies.co.uk

1 Victoria Square
Birmingham
B1 1BD

*Please ensure you include the name of the school in all correspondence with the DPO where appropriate.

What information do we collect and why do we require it?

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, National Insurance number etc, photograph - for ID purposes);
- Previous job experience and qualifications (including copies of certificates and employment references);
- Information about your ethnicity, disability, religious beliefs and sexual orientation (for the purposes of equality and diversity monitoring);
- Information about any criminal convictions you have;
- Where relevant, information about prohibition from teaching in the UK or European Economic Area;
- Where relevant, information about you and members of your household in relation to disqualification from providing childcare under the Childcare Act 2006;
- Information about your right to work in the UK;
- Information about your employment attendance, conduct and performance (including sickness, disciplinary and appraisal information);
- Relevant medical information which affects your employment;
- Emergency contact information of those individuals you identify; and
- Financial information including bank account information, tax, national insurance, pension contributions, trade union subscriptions, student loans and court orders etc to facilitate salary payments.

On occasion the trust may conduct an investigation under its HR procedures, such as disciplinary or grievance matters. Information collected for the above could comprise, but not be limited to: notes of investigatory interviews, witness statements, relevant correspondence (e.g. emails to/from your work account), social media accounts, CCTV, IT audit trials.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you. We will also process information received from:

- Department for Education (DfE)
- Relevant local authorities
- Previous employers
- National Health Service bodies

Who do we share your personal data with?

Your information will only be made available to those who need it to perform the functions of their office or do their job in relation to your employment. This includes your line manager(s) and relevant administrative staff. On occasions when the trust has conducted an investigation under its HR procedures, it may share this information with parties who are involved in hearing or considering an appeal about a case, including those providing advice to the hearing or appeal, and any trade union representative or work colleague that you choose to accompany you.

Your name, job title, work email address, telephone number and office base will be available in our internal telephone directory which is accessible to all trust staff. Your name, work email address and office base will be available on an email address list which is accessible to all trust staff.

We will share your information with the following organisations:

- HM Revenues and Customs
- Department for Work and Pensions, if applicable
- East Riding Pension Fund, if you are a member of the Local Government Pension Scheme
- Teachers' Pensions, if you are a member of the Teachers' Pension Scheme
- Any salary sacrifice arrangement you sign up to
- Your trade union, if applicable
- Examining bodies, if applicable
- The provider of HR advisory, HR transactional, Payroll, Occupational Health and Health and Safety services to the trust
- Disclosure and Barring Service to conduct criminal record checks
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference
- Insurance providers
- Department for Education for the purposes of the School Workforce Census
- Ofsted if they wish to inspect the single, central record of recruitment and vetting checks and related documentary evidence held by the trust.

The trust's internal and external auditors, health and safety advisers and data protection officer may also have access to your personal data in order to complete their work.

Do you transfer my data outside of the UK?

Generally the information that the school holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If the trust does need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access. If you or your child moves to a school outside of the European Economic Area then the Trust will seek your explicit consent prior to transferring your personal information to that school.

How long do we keep your personal data for?

We will keep most of your data for the length of the internship. Once the internship is finished we will hold your email address in order to allow us to notify you of any upcoming opportunities where you have provided your consent for us to do so.

What is our lawful basis for processing your personal data?

The trust is required to process your personal data and your special category data to take necessary steps to enter into an employment contract. The trust is also legally required to collect some information as defined by employment law.

As such the Trust relies on Article 6(1)(b) and Article 9(2)(b) of the GDPR to process your personal and special category data. This is in pursuance with Schedule 1, Part 1 (1)(1)(a) of the Data Protection Act 2018 – this means that the Trust can process your data as part of the official authority vested in us by the above legislation.

Photographs

We will seek your consent to use your photo on the trust's or the school's website or in any publicity material we produce. Please note that you can withdraw this consent at any time.

What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise any of these rights by contacting: dpo@ormistonacademies.co.uk.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House, Water Lane
Wilmslow Cheshire
SK9 5AF

casework@ico.org.uk | 0303 123 1113