

Staff privacy notice

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1.0 Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.
- 1.2 This notice is to help you understand how and why we collect your personal information and what we do with that information. It also explains the decisions that you can make about your own information.
- 1.3 We, Dixons Academies Trust, are the 'data controller' for the purposes of data protection law.
Our data protection officer is Mrs Kathryn Berrill (see 'contact us' below).

2.0 What is personal information?

- 2.1 Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group.

3.0 What personal information does our trust hold about you and how is this obtained?

- 3.1 We set out below examples of the personal information our trust holds about you and where this personal information comes from.
- 3.2 The information about you is gathered during the recruitment process, for example:
- information about your education, qualifications and professional achievements
 - when you provide certain information to us, for example, on your application form and during any interviews
 - when we receive your personal information (from you and third parties) in carrying out pre-employment checks, for example, when we receive references, confirmation of your fitness to work, your right to work in the UK and criminal records checks.
- 3.3 We will hold information about your job performance. This includes information about skills, achievements, career progression, performance and disciplinary related matters.
- 3.4 We hold and use your financial information, such as your bank details, your salary and pension details.
- 3.5 Where appropriate, our trust will have information about your religious beliefs and practices. For example, if you do not eat certain foods.
- 3.6 We will hold information about any physical or mental health condition you may have which is disclosed to us during the recruitment process or at any stage during your employment.
- 3.7 We will hold information about any protected characteristics you may have (eg a disability) which you provide, for example, on the equal opportunities monitoring form.
- 3.8 Your personal information will be created internally by our trust during the course of your employment. An email from a principal to a member of staff complimenting them on class management would be an example of this. Students will often provide us with your personal information, for example, if a student emails their form teacher to say how much they are helping them with their work.
- 3.9 Your personal information may be acquired from outside of our trust community such as from occupational health practitioners or from public authorities such as the police or the local authority designated officer.
- 3.10 Your personal information will be held on the single central register, payroll, HR and finance systems as part of the administration of your employment.

4.0 Our legal bases for using your information

- 4.1 Under data protection law, a data controller must have a valid lawful basis in order to process personal data.
- 4.2 This section contains information about the legal bases that we are relying on when handling your information as described above.
- 4.3 The tables below contain a general description of the different legal bases and we have also highlighted which basis we are relying on for each of the purposes described in this privacy notice. If we do not have a contract with you, for example, if you are an ambassador, trustee or volunteer, we will not rely on the contractual basis to use your information.

4.4 Contractual obligation

We will need to use your information in order to comply with our contractual obligations under your employment with our trust. For example:

- we need your name and bank details so that we can pay your salary
- we may need to provide your personal information to a pension provider so that you can benefit from your pension entitlement
- we also need to use your personal information to provide contractual benefits

4.5 **Legal obligation**

We have to comply with various laws and this entitles us to use your information where necessary. For example:

- we have to make sure that you have the right to work in the UK
- to fulfil our duty of care to you and your colleagues
- we have to fulfil our safeguarding duties towards students
- sometimes we will be legally obliged to disclose your information to third parties such as the DBS, local authorities or the police. More detail of when we will do so is set out in the section ‘how does our trust share staff personal information with third parties?’ below.

4.6 **Vital interests**

We may use your information where this is necessary to protect your vital interests or someone else’s for example, to prevent someone from being seriously harmed or killed.

4.7 **Performance of a task carried out in the public interest**

The following are examples of when we use your information to perform tasks in the public interest:

- looking after your welfare and development and the welfare and development of others. This includes equal opportunities monitoring
- safeguarding and promoting the welfare of our students
- providing students with an education
- ensuring the security of the academy or office site which may involve issuing you with a photo ID card
- making sure that you are complying with your employment obligations
- facilitating the efficient operation of our trust
- ensuring that we comply with all of our legal obligations

4.8 **Legitimate interests**

This means that our trust is using your information when this is necessary for our legitimate interests except when your interests and fundamental rights override our legitimate interests.

We have a legitimate interest in using your information to:

- promote academies and our trust including fundraising and publicity
- preserve historical academy and trust records

4.9 **Consent**

Specific consent is required from you when collating biometric data and for using photos.

5.0 **Special category data**

5.1 We must also comply with an additional condition where we process special category data. Special category data is as follows: personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic information, biometric information, health information and information about sex life or orientation. The additional bases that we are relying on to process special categories of personal information are set out below:

5.2 **Employment, social security and social protection**

The processing is necessary for the purpose of carrying out the obligations and exercising specific rights of our trust and staff in the field of employment, social security or social protection. For example, sometimes this would allow us to disclose your information to a third party such as the DBS or occupational health services.

5.3 **Legal claims**

The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisors and insurers.

5.4 **Medical purposes**

Includes medical treatment and the management of healthcare services.

5.5 **Substantial public interests**

We are also allowed to use substantial categories of personal information where doing so is necessary in the substantial public interest. This is similar to ‘public interest’ detailed above and provides the lawful basis for processing special category data. Examples include, for safeguarding of children and individuals at risk, safeguarding the economic well-being of individuals, preventing or detecting unlawful acts, statutory and government purposes and protecting the public.



6.0 Why does our trust use your personal information?

We may use personal information for:	Legal basis for processing
Providing education and support to our students	public interest substantial public interest
Ensuring that we provide a safe and secure work environment	public interest employment, social security and social protection substantial public interest
Providing employment services (such as payroll and references)	contractual obligation public interest substantial public interest
Providing training and support	public interest substantial public interest
Personnel, administrative and management purposes to enable us to meet our legal obligations as an employer. For example, to pay staff and to monitor their performance	contractual obligation legal obligation public interest employment, social security and social protection substantial public interest
Safeguarding and promoting the welfare of staff and students	employment, social security and social protection substantial public interest
Fulfilling our contractual and other legal obligations	contractual obligation substantial public interest legal obligation public interest employment, social security and social protection substantial public interest
We use your personal information to consider your suitability to work in your role in our trust	legal obligation substantial public interest public interest employment, social security and social protection
We will use information about your religion, sexual orientation and ethnic origin as part of our equality and diversity monitoring processes	public interest substantial public interest
We will check that you have the right to work in the UK by reviewing your identification documents and keeping copies in your HR file	legal obligation public interest public interest substantial public interest
We may use your personal information in addressing any performance or disciplinary concerns which arise	public interest substantial public interest
We will use information relating to any medical condition you may have in order to verify fitness to work, monitor sickness absence and comply with our duty of care towards you	public interest medical purposes substantial public interest
We will use your information when dealing with complaints and grievances with which you are involved (eg from other staff and parents)	public interest substantial public interest
We may use your information when responding to an incident, for example, if something is published on social media which concerns the academy or trust	public interest legitimate interest



We often use photographs and video recordings of staff, for marketing and promotion purposes. This will include trust publications, in social media and on our trust or academy website	consent
We will also allow external publication of certain media where appropriate (for example, a photograph or article in a local newspaper)	legitimate interest
We may also make recordings for teaching purposes, for example, recording a drama lesson to provide feedback to you or students. We may also record lessons for students who were not able to attend in person	public interest substantial public interest
We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of students, staff and visitors to the academy site	public interest substantial public interest
Our trust regularly monitors and accesses its IT systems for purposes connected with the operation of the academy or our trust. The IT systems include any hardware, software, email account, computer or device provided by our trust	public interest substantial public interest
Monitoring may be carried out on a random basis and it may be carried out in response to a specific incident or concern.	public interest substantial public interest
Our trust also uses software which automatically monitors the IT system for filtering and monitoring purposes	public interest substantial public interest

7.0 How does our trust share personal information with third parties?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

We may use personal information for:	Legal basis for processing
The Disclosure and Barring Services (DBS) and / or Teaching Regulation Agency when complying with our legal duty to carry out pre-appointment suitability checks	legal obligation public interest substantial public interest employment, social security and social protection
The DBS and / or the Teaching Regulation Agency if circumstances arise in which we are required to make a referral to either or both of these bodies	legal obligation public interest substantial public interest employment, social security and social protection
To fulfil our obligations to you as an employer, we will need to share your information with medical professionals, such as occupational health services, when we are making a referral	contractual obligation public interest substantial public interest
Occasionally we will use consultants, experts and other advisors (including legal advisors and accountants) to assist us in fulfilling our obligations to help our trust run smoothly	public interest employment, social security and social protection legal claims substantial public interest
Where our trust interacts with training providers, such as apprenticeship providers, we may need to share your information with these providers, for the purposes of fulfilling our obligations to them	contractual obligation public interest substantial public interest



In accordance with our legal obligations, we will share information with Ofsted, for example, during the course of an inspection, and may need to share your information with the Department for Education	legal obligation public interest substantial public interest employment, social security and social protection
As an employer we must check if you can work in the UK before we employ you	legal obligation public interest substantial public interest
We may share some of your information with our insurance company or benefits provider, for example, where there is a serious incident or to ensure that you are able to take advantage of the benefit	contractual obligation public interest employment, social security and social protection legal claim substantial public interest
We may need to share your information about you with the Health and Safety Executive if there is a health and safety issue at our trust	legal obligation public interest employment, social security and social protection substantial public interest
We may need to share your information with the Department for Education (DfE) for example, if we need to make a serious incident report	Legal obligation Public interest Employment, social security and social protection Substantial public interest
If we are dealing with a complaint or grievance we will need to share your information with other parties if it is relevant	Legal obligation Public interest Substantial public interest
We will share personal information about staff with the relevant statutory agencies if it is appropriate to share this information to investigate allegations of misconduct	legal obligation public interest employment, social security and social protection substantial public interest
We may need to share your information with the Local Authority Designated Officer (LADO) in accordance with our safeguarding obligations	legal obligation public interest employment, social security and social protection substantial public interest
On occasion, we may need to share your information with the police for the prevention and investigation of crime and the prosecution of offenders. We will only do this in specific circumstances to assist the police in their investigations	legal obligation public interest employment, social security and social protection substantial public interest



8.0 Transferring data internationally

8.1 We will only transfer personal data to a country or territory within the European Economic Area and other countries with adequate data protection safeguards.

9.0 Data subjects' rights regarding personal data

9.1 Individuals have a right to make a subject access request to gain access to personal information that the academy holds about them.

9.2 If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data (and any consequences of this)
- give you a copy of the information in an intelligible form

9.3 Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

10.0 Other rights

10.1 Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- object to the use of personal data if it would cause, or is causing, damage or distress
- prevent it being used to send direct marketing
- object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

10.2 To exercise any of these rights, please contact our Data Protection Officer.

11.0 Complaints

11.1 We take any complaints about our collection and use of personal information very seriously.

If you think that our collection, or use of personal information, is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

call 0303 123 1113

or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

12.0 Contact

12.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, Mrs Kathryn Berrill: DPO@dixonsat.com

Dixons Academies Trust, The Lewis Building, Dixons City Academy, Ripley Street, Bradford, BD5 7RR

