



## **Privacy notice for Staff**

### **How the school uses staff information**

Under general data protection regulations (GDPR), individuals have a right to be informed about how the school/Trust 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.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

Rivermead Inclusive Trust is the 'data controller' for the purposes of data protection law.

### **What categories of information are processed?**

We process data relating to those we employ, or otherwise engage, to work at the Trust or within one of its schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work, DBS documentation, Identity check, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Photographs

- CCTV footage
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records, disability status

### **Why do we collect and use your information?**

The purpose of processing this data is to help us run the school/Trust, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring to support our employees needs
- Ensure the safety and welfare of our staff
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation or statutory obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **How do we collect your information?**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How do we store your information?**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with Trust Disposal of School Documents Policy.

Our policy is in accordance with the GDPR. The school/Trust does not store personal data indefinitely, and data is only stored for as long as it is necessary to complete the task for which it was originally collected.

### **Who do we share your information with?**

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:

- The relevant Local Authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns

- The Department for Education - to meet our legal obligation in providing a workforce census
- Your family or representatives - to act in your vital interests should the need arise
- Educators and examining bodies - to meet our public task obligations as a multi-academy trust
- Our regulator - Ofsted, the organisation that supervises us, under whom we have a legal obligation and a public interest to provide a quality education for pupils
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations - in order to meet our contractual obligations in facilitating banking and financial services
- Our auditors - to meet our legal obligations to share data in order to ensure compliance to relevant legislation
- Health authorities - to protect your vital interests should the need arise
- Security organisations - to meet our legal obligations to share information where appropriate, such as safeguarding concerns
- Health and social welfare organisations - to meet our legal obligations to protect the welfare of staff and pupils
- Professional advisers and consultants - to meet our public task obligations in providing quality educational services
- Police forces, courts, tribunals - to meet our legal obligations as a responsible employer
- Professional bodies - to meet our public task obligations in providing continuous professional development
- Employment and recruitment agencies - to meet our legal obligations in providing responsible recruitment practices

## **What are your rights?**

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

- Request access to the information the trust or school holds about you.
- Restrict the processing of your personal information, e.g, consenting to it being stored but restricting it being processed any further.
- Object to and prevent processing for the purpose of direct marketing and processing for the purpose of scientific or historical research and statistics.
- Object to decisions being taken by automated means.
- Have inaccurate or incomplete personal data rectified, blocked, erased, or destroyed.
- Not be subjected to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

- To request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we hold about you, please contact Paul Dadson at The Rivermead Inclusive Trust, Long Catlis Road, Parkwood, Rainham Kent ME8 9PD or by phoning 01634 961080

## **How to withdraw consent and lodge complaints**

Where the trust or school processes data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact Paul Dadson on 01634 961080. You are not required to provide a reason for withdrawing consent.

If you are concerned or unhappy about the way we are collecting or using your information, please raise your concern or lodge a complaint with the Trust's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

## **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in July 2023.

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Paul Dadson on 01634 961080

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, , [Welcome - Rivermead Inclusive Trust](#) contact the DfE directly via their [website](#), or download our Data Protection Policy

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## **Declaration**

I, [name of Staff Member](#), declare that I understand:

- The categories of my personal information the school/Trust collects and uses.
- The school/Trust has a lawful basis for collecting and using my personal information.

- The school/Trust may share my information with the stated organisations.
- The school/Trust will not share information about me with anyone without my consent unless the law and our policies allow the school/Trust to do so.
- My information is retained in line with the *Trust's Disposal of School Documents Policy*.
- My rights to the processing of my personal information.

Name of **staff member**:

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Signature of **staff member**:

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Date:

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