Under data protection law ([the General Data Protection Regulation](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)), individuals have a right to be informed about how  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 Trust.

We, John Taylor Multi Academy Trust, are the ‘data controller’ for the purposes of data protection law.

You can [contact our data protection officer (DPO) here](https://jtmat.co.uk/privacy/useful-contacts/).

The personal data we hold

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

* personal information (such as name, employee or teacher number, national insurance number)
* characteristics information (such as gender, age, ethnic group)
* contract information (such as start date, hours worked, post, roles and salary information)
* work absence information (such as number of absences and reasons)
* qualifications (and, where relevant, subjects taught)
* Photographs
* Contact details (such as addresses, email, telephone, contact preferences, date of birth, identification documents, next of kin)
* payroll information (such as bank account details)
* Recruitment information (such as including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
* Performance information
* disciplinary information (such as outcomes of any disciplinary and/or grievance procedures)
* CCTV footage
* Data about your use of the Trust’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
* Bio-metric data, such as finger prints
* Criminal data, provided as part of our recruitment process application
* Health, including any medical conditions, and sickness records

Why we use this data

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

* Enable you to be paid
* Facilitate safer recruitment
* Support effective performance management
* enable the development of a comprehensive picture of the workforce and how it is deployed
* Inform our recruitment and retention policies
* Allow better financial modelling and planning
* Carry out research
* Assess the quality of our services
* accessing online payment gateways

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,  the lawful basis for processing school workforce information is to fulfil contractual obligations and other legitimate interests. For data collection purposes (Departmental Censuses) provisions of the Education Act
1996 will be followed.
* 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 Trust’s use of your data.

Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

Collecting this 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 we store this data

We hold school workforce data throughout your period of employment and for 6 years after the cessation of your employment. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also
use an outside company to safely dispose of electronic records.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our [Records Management Policy](https://jtmat.co.uk/privacy/policies/).

Data sharing

We do not share information about students with any third party without consent unless the law and our policies or internal procedures allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with [these organisations/providers](https://jtmat.co.uk/privacy/who-do-we-share-data-with/).

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (Dfe)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are
required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

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](https://www.gov.uk/education/data-collection-and-censuses-for-schoolshttps%3A/www.gov.uk/education/data-collection-and-censuses-for-schools).

The department may share information about school employees with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

* conducting research or analysis
* producing statistics
* providing information, advice or guidance

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:

* who is requesting the data
* the purpose for which it is required
* the level and sensitivity of data requested; and
* the arrangements in place to securely store and handle the data

To be granted access to school workforce 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.

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>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Your rights**

Individuals have a right to make a **‘subject access request’** to gain access to personal information that the Trust holds about them.

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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request [click here to find all the information you require](https://jtmat.co.uk/privacy/subject-access-freedom-of-information-requests/).

Your other rights regarding your data

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

* Object to the use of your personal data if it would cause, or is causing, damage or distress
* Prevent your data being used to send direct marketing
* Object to the use of your personal data for 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

To exercise any of these rights, please [contact our data protection officer](https://jtmat.co.uk/privacy/useful-contacts/).

**Complaints**

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, [please follow our complaints procedure](https://jtmat.co.uk/privacy/complaints/).

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please [contact our data protection officer](https://jtmat.co.uk/privacy/useful-contacts/)