

Chester Diocesan Academies Trust

Privacy Notice (Staff)

Who processes your information?

Chester Diocesan Academies Trust is the data controller of the personal information you provide to us. This means that the Trust determines the purposes and the manner in which, any personal data is processed. As a member of the Trust, processing is undertaken by St Matthew's C E Primary School

Why do we collect and use personal information?

We collect and use personal information under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". We use personal data to

- inform the development of recruitment and retention policies;
- enable individuals to be paid;
- to contact you directly when you are not on the premises;
- to contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual;
- enable the development of a comprehensive picture of the workforce and how it is deployed.

Categories of workforce information that we collect, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number);
- special categories of data including characteristics information such as gender, age, ethnic group;
- contract information (such as start dates, hours worked, post, roles and salary information);
- work absence information (such as number of absences and reasons);
- qualifications (and, where relevant, subjects taught);
- medical information (such as food allergies or medication needed in an emergency);
- contact information (such as telephone numbers of contacts that an employee would want the school to contact in an emergency);
- address information (such as the known contact address to direct correspondence to);
- payroll information (such as bank account numbers for payment transfers).

The lawful basis on which we process this information

We collect and use information under Article 6 and Article 9 of the GDPR. This enables the school to process information such as Departmental Censuses under the Education Act 1996 and other such data processes that relate to education provision or payment of the individual.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing personal information

We keep information about staff on computer systems and on paper. All data is held securely and retained in line with legal obligations as outlined in the Trust's Data Retention Policy or as consent allows.

Sharing Information

We do not share personal information with anyone without consent unless the law allows us to do so.

We share staff 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 of 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>.

What are your rights?

You have the following rights in relation to the processing of personal data:

You have the right to:

- be informed about how we use your personal data;
- request access to the personal data that we hold;
- request that your personal data is amended if it is inaccurate or incomplete;
- request that your personal data is erased where there is no compelling reason for its continued processing;
- request that the processing of your data is restricted;
- object to your personal data being processed.

Where the processing of your data is based on your consent, you have the right to withdraw that consent at any time.

Requesting access to your personal data

You have the right to request access to information which we hold about you. To make a request for your personal information please contact:

suzanne.rimmer@cdatstmatthewsprimary.c.uk

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Contact at the school or with the Trust's Data Protection Officer (details below) in the first instance. You may also raise any concerns directly with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact Details:

Data Protection Contact

Suzanne Rimmer
St Matthew's C E Primary
Bowdon Street
Edgeley
Stockport
SK3 9EA

0161 474 7110

suzanne.rimmer@cdatstmatthewsprimary.co.uk

Data Protection Officer:

Andrew Ross
Chester Diocesan Academies Trust
Church House
5500 Daresbury Park, Daresbury
Warrington
WA4 4GE

01928 718834

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