

# Privacy Notice for Staff

**In accordance with Data Protection legislation, individuals have a right to be informed about how the Trust and its schools use any personal data that is held 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, hold, process and share personal data about individuals we employ, or otherwise engage to work across our Trust. This Notice may be subject to change.**

## Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (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 Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526

Any correspondence with the DPO must include the name of our Trust and the name of the school within our Trust if relevant.

## What information we collect

The categories of information that we collect, hold, process, and share include the following:

- Personal information of employees (such as name, employee or teacher number, marital status, date of birth, address, bank details, next of kin, National insurance number).
- Contract Information (such as start date, hours worked, position held, training records, salary information, continuous service, pension).
- Recruitment information including copies of right to work documentation, references and other information included in a cover letter as part of the application process.
- Work absence information (such as number of absences and reasons).
- Qualifications and employment records, including work history, job titles working hours, training records, and professional memberships.
- Disciplinary, grievance and performance information.
- CCTV footage and other information obtained through electronic means such as electronic access cards.

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- Information about your use of our information and communication systems.
- Photographs for identification badges.

We will also process certain 'special category' data about our employees including:

- Relevant health and medical information including sickness records.
- Trade Union Membership information.
- Race, ethnicity, sexual orientation and religious beliefs.
- Disability and access requirements.
- Criminal convictions and Offences.

### Why do we collect your personal data?

We use school workforce data to:

- Enable you to be paid via our third-party payroll provider
- Support pension payments and calculations
- Facilitate safer recruitment, as part of our safeguarding obligations towards our pupils/students
- Develop a comprehensive picture of our workforce and how it is deployed
- Inform our ongoing development of our recruitment and retention policies
- Inform financial audits of our Trust
- Respond to statutory data collection and reporting requirements such as school workforce census, gender pay gap
- Fulfil our duty of care towards our employees

Any personal data that we process about our workforce is done so in accordance with Article 6 and Article 9 of GDPR and include:

- To perform our contractual obligation to you or for us to take the necessary steps prior to entering into a contract with you
- To comply with legal obligations placed upon us
- To carry out a task in the public interest

### Who do we obtain your information from?

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

We may receive information regarding you from your previous employer, pension provider, DfE, HMRC, and other government agencies.

### Who do we share your personal data with?

We routinely share school workforce information with:

- Department for Education (DfE) - We share personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links

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to school funding/expenditure and the assessment of educational attainment. We are required to share information about our employees with the DfE under section 5 of the Education (Supply of Information about the School workforce) (England) Regulations 2007 and amendments. All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information, please see 'How Government uses your data' section

- Our appointed third-party providers such as payroll, bank, occupational pension providers, performance management system provider, employee related insurances, disclosure barring service, childcare voucher provider, cycle scheme provider, legal advisors, auditors, and occupation health assessments
- Trade unions and associations
- HM Revenue and Customs
- Department of Works and Pension if applicable
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference.

We will share personal information with law enforcement or other authorities if required by law.

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore, we may disclose your name and work email address publicly in response to a request if we are required to do so.

## CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

## How long do we keep your personal data for?

Your information is stored in line with the Pontefract Academies Trust Records Management Policy and Procedures.

## What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your 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. This is sometimes referred to as a 'Subject Access Request';
- To request that your personal data is amended if inaccurate or incomplete;

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- 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; and
- To object to your personal data being processed.

### Contact

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.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)

Telephone: 03031 231113 (local rate) or

Telephone: 01625 545 745 (national rate number)

### Further information

If you would like to discuss anything in this privacy notice, please email [dpo@patrust.org.uk](mailto:dpo@patrust.org.uk)