

## Privacy Notice for Staff and Volunteers

### Background

The Education Village Academy Trust (the "**Trust**") is based at The Education Village, Salters Lane South, Darlington, County Durham DL1 2AN.

To run the Trust and its Academies and help learning and achievement for our students, the Trust and its Academies collect and use information (personal data) about members of staff and volunteers. We will store this information on paper, on computers (digitally) or in other ways.

We collect and keep the information about you in line with personal data legislation. These are known as the General Data Protection Regulation ("**GDPR**") and the Data Protection Act 2018 (the "**DPA**").

This Privacy Notice has been written so that you know and understand what we do with your personal data. It is also so that you know what you can ask about that data (your rights.) This document may change at times in the future.

### Who are we?

The Education Village Academy Trust is the 'Data Controller.' for the Academies that belong to the Trust, (as defined by Article 4 (7) of GDPR),

A Data Controller is the organisation that decides what data is collected about you, how that is used, shared and stored.

As the Data Controller we have a responsibility to you and your personal data. We will only collect and use this in ways which are compliant with data protection legislation.

In this document where it says 'the Trust', 'we' or 'ours' this means the Trust and all of its Academies.

In this document where it says 'You' or 'Your' refers to you, the staff or volunteers.

### This document tells you about;

- the information we collect about staff and volunteers,
- what we use the information for,
- how your information is stored and how long we keep it,


- what rights you have to the information.

## Data Protection Officer

The Trust has appointed GDPR Sentry Ltd to be its Data Protection Officer (DPO).

A DPO is the person or organisation who makes sure that the Trust is compliant with personal data legislation.

If you would like to talk about anything in this privacy notice, please get in touch with the people below.

**Education Village**  
Academy Trust 

**Single Point of Contact (SPOC) – Head of Governance and Assurance**  
Salters Lane South  
Darlington  
DL1 2AN  
Email: [dataprotection@educationvillage.org.uk](mailto:dataprotection@educationvillage.org.uk)  
Tel: 01325 248156

Data Protection Officer  
GDPR Sentry Ltd  
[Support@gdprsentry.com](mailto:Support@gdprsentry.com)  
0113 804 2035 Option 3

## What information do we collect?

The categories (types) of information that we collect, hold and share include the following:

- Personal details
- Contact details
- Banking details
- Taxation details
- Pension details
- Job application details
- Selection and interview records
- References received
- Identity verification records
- Performance assessment details
- Information for improving performance
- Annual leave records
- Records of communications
- Photographs of you or images on CCTV

- Information to identify you in School
- Records of transactions
- Information about the use of School IT systems
- Information about consultation with other professionals

We also are required to collect and use information that is given additional protection under the GDPR, for example.

- Demographic information required for monitoring equal opportunities
- Information about health conditions and medical appointments

### **Why we collect and use this information**

We use the information We use the information for some, or all, of the reasons below and to support our functions of running a school;

- to enable you to work for us
- to support you in teaching and learning
- to maintain a safe environment for our pupils
- to provide appropriate pastoral care for our students
- to enable to you take part in appropriate training and professional development
- to help you to deliver the best support of our student and your colleagues
- to enable you to pay for activities for your child(ren)
- to enable you to pay for meals in School
- to comply with our legal obligations to share information
- to ensure your health and safety
- to keep you up to date with news about the school

### **The legal basis for using this information**

Depending on the purpose, our use of your information will be legal in accordance with Article 6 and Article 9 of GDPR and will be due to one of the following:

- Informed consent given by you [Article 6(1)(a)]  
For example: The use of banking information in our payment service
- To meet the terms of a contract  
For example: Recording the amount of annual leave you have taken
- To meet a legal requirement [Article 6(1)(c)]  
For example: Providing your contact details to the local authority
- To protect the vital interests of you or someone else [Article 6(1)(d)] For example: Giving your contact details to emergency services
- Delivering a public task [Article 6(1)(b)]  
For example: Recording information about your performance and development

Where we use special category personal data, we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)]  
For example: The use of biometric information to identify you for our catering system
- Information used in the field of employment [Article 9(2)(b)]  
For example: Using information about ethnic origin for equality monitoring purposes
- To protect the vital interests of you or someone else [Article 9(2)(c)]  
For example: providing details of any medical conditions you have in the event of an emergency
- For substantial public interest [Article 9(2)(g)]  
For example: Using information about your health to ensure a safe working environment

## Collecting this information

We collect your information using:

- Application forms and employment contracts.
- Records as part of the normal processes of running the Trust.
- Previous Employers (e.g. references)
- Government agencies (such as TRA and DBS) • Permission and payment documentation and forms.
- Data provided by the local authority.

In addition,

- The trust also uses CCTV cameras around the school site for security purposes and for the protection of staff and pupils. CCTV footage may be referred to during the course of disciplinary procedures (for staff or pupils) or to investigate other issues. CCTV footage involving parents/carers will only be processed to the extent that it is lawful to do so.
- The trust records external telephone calls for training and monitoring purposes. Personal data referred to within such a call recording may be transcribed and/or referred to when supporting student learning, when supporting students' health/welfare (including their vital interests) or when resolving other issues.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain what may happen if the information isn't provided,

While most of the information we collect about you is mandatory, there is some information we ask for on a voluntary basis. When we do process this additional voluntary information, we will make sure that we ask for consent (permission) to process it.

Where consent is required, the school will provide you with specific information on the reasons why we need the data and how the data will be used.

Where we are processing your personal data with your consent you have the right to withdraw that consent (take away permission). If you change your mind about the consent or are unhappy with our use of your personal data, please let us know by contacting the SPOC.

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

At times we will share your personal data with other organisations and people. We will only do this when we are legally required to do so, when our policies allow us to do so, or when you have given your consent.

Examples of people we share personal data with are:

- Family, associates and representatives of the person whose personal data we are processing and who are authorised to receive the data
- School governors
- Darlington Metropolitan Borough Council
- HMRC
- The Department for Education
- Our regulator Ofsted; to meet our statutory obligations to report information such as census data and assessment data
- Healthcare, social and welfare organisations
- Police forces and Courts
- Voluntary and charitable organisations
- Our suppliers and service providers

Where we share your personal data with someone who is a supplier or a service provider, we have taken steps to ensure that they treat your personal data in a way that meets the requirements of the data protection legislation.

## **Biometric Systems**

Where a school operates a biometric system for staff identification (where used, these are usually fingerprint-based systems found in catering and library applications but can include door entry and other systems) then the school will require explicit written consent from each intended user.

## **Transferring data internationally**

Data stored electronically may be saved on a cloud-based system which may be hosted in a different country. Personal data may also be transferred to other countries if, for example, we are arranging a school trip to a different country. Appropriate steps will be taken to keep the data secure. When we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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

The Trust will keep your data in line with our Records Management Policy. Most of the information we process about you will be retained (kept) in line with statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

## **Storing your personal data**

Some of the personal data that we collect, and use, is added to your personnel file. Other data, depending on its purpose will be kept in other systems or in manual files. We use email to enable authorised users to transfer information to one another.

Some personal data is kept for different lengths of time. For example.

- Your personnel file is for 6 years after the date you leave employment
- Annual appraisals are kept for the current year and then for 5 years
- Records of any accident you have at work are kept for 12 years after the incident

If you'd like to know how long we keep a specific piece of personal data, please contact the Data Protection Officer whose details can be found contained in this Privacy Notice.

## **What rights do you have over your data?**

You have rights relating to the personal data that we collect and use. The rights you have depend on the legal basis of us using the information. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

### **The right to be informed:**

This document informs you that we are collecting and how we are using your personal data. If we are collecting or using your personal data, you have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- 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, destroyed or restrict processing
- To ask us to stop using it or to object to us using it

### **The right of access to your personal data:**

If we are collecting or using your personal data, you have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the UK's data protection legislation.

Some information we hold cannot be accessed in this way. If you ask for information that is not available, there may be other ways of accessing it and we can help you.

To have access to your personal data we will need to collect details of what you want and in the first instance you can contact the Data Protection Officer. You will also need to supply us with standard information to verify your identity.

### **Other rights:**

You also have the right to ask us to correct inaccurate/incorrect personal data or to ask us to stop using it or to object to us using it.

For some data you may have to right to ask us to erase it or to provide it in an electronic format that you can give to someone else.

For some personal data you may have the right to request that the processing of your personal data is restricted, to object to your personal data being processed or if we are subjecting it to automated decision making then you have the right to object to this and request that a person is involved.

### **The right to withdraw consent.**

If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing, please contact the Data Protection Officer.

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 school 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  
[icoasework@ico.org.uk](mailto:icoasework@ico.org.uk) // 0303 123 1113