

Forward Education Trust

Privacy Notice for Employees, Volunteers and Directors/Trustees

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Forward Education Trust uses information about its employees, volunteers and Directors/Trustees. If you can be identified from the information we hold, then this is known as “personal data”.

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

Who processes your information?

Forward Education Trust is the data controller of the personal information you provide to us. This means the Trust is responsible for deciding how information you provide us with, is used. We refer to your information as “personal data” and when we use your information in different ways, this is called “processing”. The Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UKGDPR) outlines how personal data should be protected and used appropriately by organisations.

In some cases, your personal data may be shared with other people, organisations or agencies as necessary. This sharing will only occur if we have a legal obligation or duty to do so or after we have sought your permission (consent), If we share your personal data outside of the Trust, or school, we ensure that the same data protection standards are upheld by other people involved in processing your personal data.

The categories of staff information that we process include:

- personal identifiers and contacts (such as name, employee number, national insurance number, contact details and address)
- characteristics for equal opportunities monitoring (such as ethnicity, gender, age)
- images (a photograph for identification purposes, CCTV footage)
- contract information (such as start date, hours worked, post, roles and salary information)
- safeguarding information (such as DBS, other statutory checks)
- dependant information (next of kin names and contact information)
- relevant medical information (such as doctor’s details, medical conditions, disability information, allergies)

- work absence information (such as number of absences, leave reasons and supporting evidence)
- qualifications (and where relevant, subjects taught)
- payroll information (such as salary, bank details, position, tax codes)
- governance details (such as role, start and end dates and governor ID)
- driving at work information (driving licenses, motor insurance certificates)
- current and previous job titles, job descriptions, pay grades, training records, hours of work, professional membership and other terms and conditions relating to your employment with us
- compensation history
- internal performance information including measurements against targets, formal warnings and related documentation with regard to capability procedures and appraisal forms
- information and relevant communications regarding disciplinary and grievance issues

Why do we collect and use your information?

Forward Education Trust hold personal data relating to employees, members of our governance boards and individuals who may visit or support our schools in other ways. We may also receive information from previous employers, Local Authority and/or the DfE. We may share personal data with other agencies as necessary under our legal obligations or otherwise in accordance with our duties as a Trust.

We will use your personal information for the following:

- for the recruitment process and for carrying out pre-employment checks;
- for safeguarding pupils;
- for checking your identity and right to work in UK;
- for managing your contract of employment and undertaking our statutory responsibilities as an employer
- for checking your qualifications;
- to meet audit requirements;
- to set up payroll and pension and to reimburse expenses;
- for communicating with you, including for marketing purposes;
- to manage recruitment processes including processing employment references.

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid

We use Governor data to:

- a) to meet the statutory duties placed upon us

We collect and use personal data in order to meet our legal requirements and legitimate interests set out in UK data protection law, including those in relation to the following:

- Article 6 and Article 9 of the UKGDPR
- Education Act 1996

All academy trusts, under the [Academies Financial Handbook](#) have a legal duty to provide the

governance information as detailed above.

Whilst the majority of the personal data you provide is mandatory, some is provided on a voluntary basis, you will be informed whether you are required to provide this data or if it is requested on a voluntary basis.

How long is your data stored for?

Your personal data will be held securely in line with the Trust's Data Protection Policy and IRMS records management toolkit guidance on retention (www.irms.org.uk).

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Who we share workforce information with?

The school will routinely share information with:

- The Department for Education
- ESFA
- Local Authorities and their agencies
- Other Government agencies (where required)
- Payroll providers
- Pension Scheme providers
- National Health Service/ Public Health England (where required)
- The School's Occupational Health Service provider
- The providers of therapy and support services (working with pupils in school)
- The providers of our finance and budgeting systems
- The providers of our door entry systems
- Previous or future employers (as part of recruitment and statutory employment processes)
- The providers of our school management information systems (Bromcom, CPOMS)
- Our ICT support providers (Computeam)

Why we share school workforce and Governor information

We are required to share information about our Trust and school 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](#).

We are required to share information about our governors with the (DfE) under the requirements set out in the [Academies Financial Handbook](#)

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce

- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

The Governor data we share with the DfE is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

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>.

Sharing by the Department

The Department may share information about school employees with third parties who promote the education or well-being 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.

To contact the department: <https://www.gov.uk/contact-dfe>

What are your rights?

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Officer at DPO@fet.ac or by writing to Forward Education Trust, c/o Leycroft Academy, Leycroft Avenue, Tile Cross, Birmingham, B33 9UH. Please address letters: **For the attention of the Data Protection Officer.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

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

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Where can you find out more information?

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>

To contact DfE: <https://www.gov.uk/contact-dfe>