

Privacy Notice for staff

Document Owner	Data Protection Officer
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Application of this notice

The notice is applicable to all staff of the Diocese of Ely Multi-Academy Trust (DEMAT).

Relationship with DEMAT Values

The application of this policy must be applied at all times in a way that reflects the values of DEMAT:

Love – We engender love and tolerance between and for our staff, pupils and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our academies are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe and secure place for our staff and pupils to be happy and respected in our academies so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our academies offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives

This is further defined in the four key strands of DEMAT, all of which are underpinned by our Christian distinctiveness,

Children are at the heart of all we do

Keep close to the work

Maintaining a legacy, creating new traditions

Aspirational, yet sustainable

Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following DEMAT Policies/Procedures:

Data Protection Policy

Records Management Policy

1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy 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 academies or for THE Trust centrally.

We, Diocese of Ely Multi Academy Trust (DEMAT), Grace Building, 8 High Street, Ely, CB7 4JU, are the 'data controller' for the purposes of data protection law.

2. The personal data we hold

We process data relating to those volunteering at the Trust or its academies. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

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

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Contract information (such as start date, hours worked, post and roles)
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references, Disclosure and Barring Service (DBS) check status and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- Photographs
- CCTV footage

- Data about your use of DEMAT's or the academy'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 Health, including any medical conditions, and sickness records

3. Why we collect and use governance information

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

- Enable you to be paid
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

4. Our lawful basis for using this data

We only collect and use personal information about you where the law allows. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- 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 to withdraw 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 DEMAT's use of your data.

5. Collecting workforce information

We collect personal information via manual data collection using forms.

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

Workforce data is essential for the operational use of DEMAT and its academies. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

6. How we store workforce information

We hold data securely for the set amount of time shown in our data retention schedule. Personal data is stored in accordance with our Records Management Policy which you can access via our website: <https://demat.org.uk/policies/>.

7. Data Sharing

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

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government Departments as required, eg The Department for Education, Ofsted, etc
- Your family or representatives
- Educators and examining bodies
- Suppliers and service providers – to enable them to provide the service for which we have contracted them, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations (including occupational health)
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies
- Our payroll and pension providers

8. Requesting access to your personal data

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 the data protection officer at dpo@demat.org.uk

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified if it is inaccurate or incomplete

- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

9. The right to lodge a complaint

We take any complaints about our collection and use of personal information very seriously.

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 contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office using one of the following methods:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF9

10. Contact

If you would like to discuss anything in this privacy notice, please email the Data Protection Officer at dpo@demat.org.uk or write to the Data Protection Officer at:

The Data Protection Officer
Diocese of Ely Multi-Academy Trust
Grace Building
8 High Street
Ely
CB7 4JU

11. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval
1.	Baseline policy introduced				
2.	Amended for GDPR	Data Protection Officer		Standards & Ethos Committee	September 2018
3.	Updated to reflect revised DfE Guidance	Joint Data Protection Officer	Joint Data Protection Officer		August 2022
4.	Annual review – no change required	Data Protection Officer			January 2024

This document will be reviewed annually.