



# The Dover Federation

For The Arts Multi Academy Trust

## Privacy Notice

### How Trust Workforce Information is Used

#### What categories of information are processed?

The categories of personal information we process include the following:

- Personal information – e.g. name, employee or teacher number, National Insurance number, bank details, next of kin and emergency contact details.
- Characteristics information – e.g. gender, age, ethnic group
- Contract information – e.g. start date, hours worked, post, roles and salary information
- Work absence information – e.g. number of absences and reasons for absence
- Qualifications and, where relevant, the subjects taught
- Medical Information – where relevant to health and wellbeing in the workplace
- Information relating to professional development – training records, performance reviews, capability, and disciplinary processes during current employment.
- Personal information necessary for appointment of volunteers in governance posts

This list is not exhaustive – to access the current list of information the Trust processes, please contact the Company Secretary for further details.

#### Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To fulfil our duty of care towards staff
- To enable individuals to be paid, support pension payments and calculations
- To enable leave monitoring and payment (e.g. sickness and maternity leave)
- To inform financial audits and benchmarking
- To inform national workforce policy monitoring and development

Under the GDPR, the lawful basis we rely on for processing personal information for general purposes are:

Article 6 of the GDPR

- consent
- contract
- legal obligation
- vital interests
- public task
- legitimate interests

Article 9 'special category' data. Where the lawful basis is legal obligation.

- For the purpose of enabling individuals to be paid, in accordance with the legal basis of contract.

### **How do we collect your information?**

We collect your personal information via the following methods:

- Staff applications and contract forms
- Medication forms
- Annual contact and personal detail forms (uploaded onto SIMS)
- Survey Monkey used for collecting medical info for COVID return to work

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. 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.

### **How do we store your information?**

Your personal information is retained in line with the school's Records Management Policy, which can be found on the Trust website.

For more information about how we securely store your information, please see the Trust's Data and E-security Breach Prevention and Management Plan.

### **Who do we share your information with?**

We routinely share your information with:

- The Local Authority
- The Department for Education
- Her Majesty's Revenue and Customs

- Teacher and Support Pensions and LA Pensions

### **Why do we share your information?**

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

We are required to share information about our workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

### **How does the government use your data?**

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

- Informs the DfE's 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.

You can find more information about the data collection requirements placed on us by the DfE by following this link <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of pupils or the effective deployment of staff by:

- Conducting research or analysis.
- Producing statistics.
- Providing information, advice or guidance.

The DfE has robust processes in place to ensure that the confidentiality of personal information is maintained and there are controls in place regarding access to and use of the information. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the information?
- The purpose for which the information is required.
- The level and sensitivity of the information requested.
- The arrangements in place to securely store and handle the information.

To have access to school workforce information, organisations must comply with strict terms and conditions covering the confidentiality and handling of information, security arrangements and retention of the information.

### **How to find out what personal information the DfE holds about you**

Under the Data Protection Act 2018, you are entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data.
- For a description of the data it holds about you.
- The reasons it is holding your data and any recipient it may be disclosed to.
- For a copy of your personal data and any details of its source.

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.
- 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.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact the Company Secretary at the Trust Central Office, Astor Avenue, Dover, Kent, CT17 0AS or by email; [company.secretary@dfamat.com](mailto:company.secretary@dfamat.com).

If you are concerned about the way we are collecting or using your information, please raise your concern with the Trust's Data Protection Officer (DPO) (contact details below) in the first instance.

You can also contact the ICO at <https://ico.org.uk/concerns/>.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**, SPS DPOS Services, [babatunde.adegbenjo@systemsintegration.com](mailto:babatunde.adegbenjo@systemsintegration.com) or [sps-dpo-services@systemsintegration.com](mailto:sps-dpo-services@systemsintegration.com)

### How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the DPO.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.dfamat.com](http://www.dfamat.com) and the Gov.UK [website](#), or request our Data Protection Policy and Records Management Policy from link.

### Declaration

I declare that I understand:

- The categories of my personal information the Trust collects and uses.
- The Trust has a lawful basis for collecting and using my personal information.
- The Trust shares my information with the DfE, LA and other stated organisations.
- The Trust does not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the Trust's Records Management Policy.
- My rights to the processing of my personal information.

Name of staff member:

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Signature of staff member:

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Date:

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Date privacy notice last updated:

October 2020