

Privacy Notice (How we use school workforce Information)

New College Durham Academies Trust collect and hold data on the teachers and other staff to enable its academies to provide education services that meet the needs of its students. The information collected supports the development of practice to improve student attainment and behaviour. Safeguarding our young people is an essential part of our business and the data collected enables us to achieve this. Staff information ensures that appropriate resource is deployed, staff are paid and given the opportunity to progress up the pay scale.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee number, biometric data, NI number)
- other personal information (such as bank details, performance management and next of kin)
- special categories of data (such as gender, age, ethnic group and disability information)
- contract information (such as start dates, hours worked, post, roles and salary)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- safeguarding information (such as DBS number and criminal record history)

Why we collect and use this information

We use school workforce data to:

- enable the development of the workforce and how it is deployed
- inform the development of recruitment and retention policies
- enable individuals to be paid
- allow better curriculum and financial modelling and planning
- improve the management of the workforce

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to 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.

Storing this information

We hold school workforce data for 6 years following the termination of employment, however some of this information is removed prior to this. Please refer to the Retention and Disposal of information schedule for full details.

Who we share this information with

We routinely share this information with:

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| <ul style="list-style-type: none">• our local authority• the Department for Education (DfE) and other relevant government departments• employers (references)• pension providers (LGPS/TPS)• disclosure and barring service | <p>3rd Party Applications such as</p> <ul style="list-style-type: none">• Microsoft Teams• Capita SIMS• SchoolCloud• Access HR• SchoolIP• Wonde/Edukey• Frog/Weduc• Sistra Analytics• Family Fisher Trust• OSMIS• Classcharts• CPOMs |
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Why we share school workforce information

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/ expenditure and the assessment educational attainment.

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

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

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>.

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.

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>

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 **Christine Connolly, dpo@ncdat.org.uk, 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
- claim compensation for damages caused by a breach of the Data Protection regulations

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

Further information

If you would like to discuss anything in this privacy notice, please contact: **Christine Connolly, dpo@ncdat.org.uk, Data Protection Officer**.