



Privacy Notice - Workforce

relevant to

Employees, Trustees, LAC members, Volunteers, Third Party Contractors & anyone engaged at the SEAX Trust or Trust Schools

How we use your information

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

- Personal information such as name, address, teacher number, national insurance number, emergency/next-of-kin contact details
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information such as start dates, hours worked, post, roles and salary information
- Work absence information such as number of absences and reasons
- Qualifications and, where relevant, subjects taught
- Pre-Employment check information
- Relevant medical information
- Bank account details, where relevant, to enable individuals to be paid

Why we collect and use this information

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- National legal employment obligations such as those of HMRC, Health & Safety and social protection conditions;
- National sector requirements such as Child Protection and Safeguarding measures;
- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Payment of salaries and pension contributions
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body
- Complying with guidance such as 'Working Together'
- Allowing the SEAX Trust to monitor, support and maintain its workforce

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

The lawful basis on which we process this information

We make sure that information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we



share it with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as Article 6 and Article 9 of the GDPR and the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

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 the length of your employment/engagement with the SEAX Trust or SEAX Trust's School. Upon termination of your employment/engagement we hold the information for a further six years*.

**This is subject to exceptions which include shorter or longer timeframes depending on legal requirements and data protection guidelines. Please refer to the SEAX Trust's Data Retention Schedule for more information.*

Who we share this information with

The SEAX Trust routinely shares this information within the Trust itself, as the employer, and also with:

- Our Local Authority – Essex County Council
- The Department for Education (DfE)
- Our Payroll Provider – SGW Payroll & PS Financials
- Our Database Provider – Capita SIMS/RM Integris (as applicable to individual schools)
- Our Pension Providers – Teachers' Pensions or The Local Government Pension Scheme, as applicable

SEAX schools may also routinely share information with other individual parties, eg Whole School Text/email support providers, automated dinner money financial providers etc. Please see individual school websites for further information.

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.

Local authority

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

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 pupils with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Our Payroll Provider

We share personal data including your bank details with our payroll provider if you are in paid employment with the SEAX Trust, in order that we can make financial remuneration to you through an automated system.

Our Database Contractor

We store (and therefore share) data about you including personal and contractual information with our database provider. This allows us to hold your information in a secure way which complies with data protection requirements. It also allows us to fulfil our statutory requirements to share your data with the DfE, as explained above, in the safest and most efficient way.

Our Pension Providers

We share your data with the relevant pension provider; Teachers' Pensions for qualified teaching staff and The Local Government Pension Scheme for all other employees. This happens automatically upon employment with the SEAX Trust through the 'Automatic Enrolment' requirement placed on schools. However, you have the right to 'opt out' without any payments being made should you decide to do so and this is explained to you on employment.

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. 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.

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 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 please contact your individual school office in the first instance.

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 your school office direct, or:

Mrs Kate Stannard, Assoc CIPD
Director of HR
SEAX Trust
Office at Thriftwood College
Fox Crescent
Chelmsford
Essex CM1 2BN

Telephone: 01245 262779