



Privacy notice for the Trust Workforce

Contents

| | | Page |
|-----|--------------------------------------|------|
| 1. | Introduction | 2 |
| 2. | The personal data we hold | 2-3 |
| 3. | Why we use this data | 3 |
| 4. | Our lawful basis for using this data | 3-5 |
| 5. | Collecting this data | 5 |
| 6. | How we store this data | 5 |
| 7. | Who we share data with | 5-6 |
| 8. | Your rights | 6-7 |
| 9. | Complaints | 7 |
| 10. | Contact us | 7-8 |

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Tel: 01449 742422 email: mail@oxlip.uk website: www.oxlip.uk

Oxlip Learning Partnership is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England and Wales with company number 07656715. **Registered Office:** Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, IP4 5HD



1. Introduction

Under UK data protection law, individuals have a right to be informed about how our Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing 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 Trust or schools**.

Our trust, Oxlip Learning Partnership, Copleston High School, Copleston Road, Ipswich, Suffolk, IP4 5HD, tel: 01449 742422, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is:

- Schools' Choice for Bacton, Cedars Park, Mendlesham and Stowupland schools
- The DPO Centre Ltd for Britannia, Copleston and Rose Hill schools

For contact details, please see section 10 'Contact us'.

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (such as name, address, email and phone numbers)
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Contract information (such as start date, salary, annual leave, pension and benefits information)
- Recruitment information, including copies of right to work documentation, references 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
- Copy of driving license, passport, birth certificate or other relevant ID
- Performance information
- Bank account details, payroll records, National Insurance number and tax status information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Information about your use of our informational and communication systems, equipment and facilities (e.g. school computers)

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about any health conditions you have that we need to be aware of
- Sickness records
- Protected characteristics as defined by the Equality Act 2010 (such as racial or ethnic origin, religious beliefs, disability status and gender identification)
- Photographs and CCTV images captured in school/on site
- Information on trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

- a) Enable you to be paid
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support effective performance management
- d) Inform our recruitment and retention policies and procedures
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring
- g) Improve the management of workforce data across the sector
- h) Support the work of the School Teachers' Review Body
- i) Enable contact with next of kin in emergency situations
- j) To consider any reasonable adjustments you might need
- k) Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (please see section 10 'Contact us').

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.3 Use of your personal data for filtering and monitoring purposes

While you're in any of our Trust schools, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. safeguarding and child protection policy, Acceptable use of ICT policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

4. Our lawful basis for using this data

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows:

- For the purposes of a) and b) from section 3 above, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us

Privacy Notice - Workforce

- For the purposes of b), d), f), g) h) j) and k) from section 3 above, in accordance with the ‘public task’ basis – we need to process data to fulfil our statutory function as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The Equality Act 2010
- For the purposes of b), c), e), f) and k) from section 3 above, in accordance with the ‘legal obligation’ basis – we need to process data to meet our responsibilities under law as set out here:
 - Keeping Children Safe in Education – statutory guidance for schools and colleges
 - The School Staffing (England) Regulations 2009 and the Education (School Teachers’ Appraisal) (England) Regulations 2012
 - The Academies Handbook
 - The Equality Act 2010
- For the purposes of a), b), c), d) f), i) and j) from section 3 above, in accordance with the ‘consent’ basis – we will obtain consent from you to use your personal data
- For the purposes of i) from section 3 above, in accordance with the ‘legal obligation’ basis – we will use this personal data in a life or death situation

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 you would go about withdrawing consent if you wish to do so.

4.1 Our basis for using special category data

For ‘special category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual’s vital interests (i.e. protect your life or someone else’s life), in situations where you’re physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights

- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Former employers or course providers

6. How we store this data

We keep personal information about you while you work in our Trust. We may also keep it beyond your employment in our Trust if this is necessary. Our record retention schedule sets out how long we keep information about staff.

A copy of our record retention schedule is available on the Trust website: www.oxlip.uk

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We only keep your information for as long as we need it or for as long as we are required by law to keep it. We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party 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 Suffolk County Council – to meet our legal obligations to share certain information with them, such as safeguarding concerns
- Government departments or agencies – to meet our legal obligations to carry out checks, such as DBS and prohibition checks and annual workforce census or annual facility time publication. We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments
- Our regulator, Ofsted - to comply with a public task, such as fulfilling inspection requirements on safeguarding
- Suppliers and service providers:
 - HR, payroll and recruitment providers
 - Health Partners - for pre-employment health checks and occupational health
 - Insurance providers
 - Our legal advisers acting on the behalf of the Trust – for legal matters
 - Data Protection Officer – for advice on data breach and subject access requests
- Financial organisations:

- Teachers' Pensions and Local Government Pension Scheme – for pension information
- HMRC – for tax purposes
- Our auditors – to comply with a public task in order to meet certain financial obligations, such as our conditional funding agreement and the academies handbook
- Health authorities – to comply with a public task in order to meet certain reporting obligations, such as alerting Public Health England of a reportable disease
- Health and social welfare organisations – any information shared would be with the consent of the employee, such as supporting an access to work claim
- Professional advisers and consultants – to fulfil our public task of meeting educational needs and requirements, such as meeting our Key Performance Indicators
- Police forces, courts, tribunals – to meet our legal obligation to share certain information, such as a safeguarding concern or financial information.

7.1 Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (please see section 10 'Contact us').

8.2 Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- be informed about the collection and use of your personal data – this is called 'right to be informed'.
- ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request (see 8.1)

Privacy Notice - Workforce

- ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
- ask us to delete your personal information – this is called ‘right to erasure’
- ask us to stop using your information – this is called ‘right to restriction of processing’
- object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling
- withdraw consent at any time (where relevant)
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to object, but you have the right to withdraw consent.

If you have a concern 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 raise a concern with ICO (see section 9).

To exercise any of these rights, please contact us (see ‘Contact us’ below).

9. Complaints

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.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

Our data protection officer is:

- Schools’ Choice, data.protection@schoolschoice.org
- The DPO Centre Ltd, advice@dpocentre.com 50 Liverpool Street, London, EC2M 7PY

However, our **data protection leads** have day-to-day responsibility for data protection issues in our Trust and schools.

Privacy Notice - Workforce

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

| | | |
|----------------------------|------------------|--|
| The Trust | Sarah Stringer | mail@oxlip.uk |
| Bacton Primary School | Donna Simonds | admin@bactonschool.org.uk |
| Britannia Primary School | Louise Taylor | office@britannia.suffolk.sch.uk |
| Cedars Park Primary School | Caroline Knights | admin@cedarspark.suffolk.sch.uk |
| Copleston High School | Lynette Stevens | CoplestonCentre@copleston.suffolk.sch.uk |
| Mendlesham Primary School | Donna Simonds | admin@mendleshamschool.org.uk |
| Rose Hill Primary School | Mrs Fairburn | mail@rosehillprimary.net |
| Stowupland High School | Magda Coppen | enquiries@stowuplandhighschool.co.uk |

All policies and procedures are available from Oxlip Learning Partnership (the Trust) School Offices, along with the Trust Privacy Notices and Record Retention Policy, which provide specific details in accordance with the GDPR principles.