

Privacy Notice for Staff

Who we are

This Privacy Notice aims to inform you of how we will use the information you provide to us. For the purposes of Data Protection legislation, Future Academies is the Data Controller. This means it is in charge of personal data about you. In this policy 'we' and 'us' means Future Academies.

The postal address of the Trust is:

Future Academies
Pimlico Primary,
Lupus Street,
Pimlico,
SW1V 3AT

The categories of academy information that we process include:

- personal information (e.g. name, address, employee or teacher number, national insurance number)
- 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)
- qualifications and where relevant subjects taught
- payroll information (including bank account details)
- special category personal data "sensitive information" (e.g. medical information, ethnic group and trade union membership if you supply it)

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work within our Trust. This is for employment purposes to assist in the running of the Trust and to enable individuals to be paid.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- The processing is necessary for the performance of a legal obligation to which Future Academies is subject, for example our legal duty to safeguard pupils.
- In the case of special category personal data the processing is necessary for a safeguarding purpose, i.e. to protect pupils from harm. This is in the substantial public interest.
- The processing is necessary for the performance of our education function which is a function in the public interest.

How we collect workforce information

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on Future Academies to

collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

We also collect information from a previous employer or educational establishment. You will know about this because you will have supplied us with the relevant contract details.

How we share your information with third parties

We will not share information about you with third parties without your consent unless the law allows us to.

We are required, by law, to pass on some of the personal data which we collect to:

- our local authority
- the Department for Education (DfE)

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our pupils with the Department for Education (DfE) for the purpose of data collections, under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

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) (No.2) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

Other third party data sharing

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose your name, date of birth, contact information, employment history, and education history to our HR provider for the purposes of HR management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. You may visit:

- <https://www.kiddivouchers.com>
- <https://uk.childcare-vouchers.sodexo.com>

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract.
- The disclosure is necessary for the performance of a legal obligation to which Future Academies is subject.
- The disclosure is necessary for the performance of our education function, which is a function in the public interest.
- We collect your explicit consent.

Special Category Personal Data (i.e. sensitive personal information) uses:

- The disclosure is necessary for safeguarding purposes (i.e. to protect pupils from harm and is therefore in the substantial public interest).
- The disclosure is necessary for the purposes of performing or exercising obligations or rights, which are imposed or conferred by law on us as the Data Controller or on you in connection with your employment.
- Where we collect ethnic origin or disability information for equality monitoring purposes, this falls within substantial public interest and is therefore lawful. However, you are not required to provide that information for that purpose if you do not want to).
- We collect your explicit consent.

How long we keep your personal information

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. Full details are given in our Records Retention Policy, you may request for a copy by emailing info@futureacademies.org.

Your rights

You have the right to:

- ask for access to your personal information
- ask for rectification of the information we hold about you
- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information

More information about your rights is available in our Data Protection Policy, you may request for a copy by emailing info@futureacademies.org.

Contact us

If you are not happy with how we handle your personal data, you can complain about what we do with your personal information to the Data Protection Officer:

By email: info@futureacademies.org

By phone: 020 7802 1910

By post: Future Academies, Pimlico Primary, Lupus Street, London, SW1V 3AT.

If you are not happy with our answer to your complaint then you can complain to the Information Commissioner's Office:

Information Commissioner's Office: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.