

Privacy Notice for Staff

We collect and process personal information in line with data protection regulations (GDPR/DPA2018)

This means that we can only keep records that are relevant to staff employment. These records have to be accurate, up to date, secure and kept only for as long as they are needed/required to be kept by law.

This privacy notice explains what information the ContinU Plus Academy (hereafter “CPA”) keeps about staff, how this is processed and their rights in relation to that information

Information we collect

We hold personal data about staff to fulfil our duty as an employer and to ensure the smooth and successful running of the academy.

This staff information we process includes, but is not restricted to:

- Personal information (such as name, employee or teacher number, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- CCTV images
- Email and internet history

Why do we collect this information?

We collect the above staff information in order to safely and effectively run our school.

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. This is detailed in the 'Trust Data Retention Schedule'.

Why the CPA is legally entitled to keep a record about pupils and process their data

We process this personal information under the following legal obligations:

- **Contractual Obligation** – for the performance of a contract.
- **Public duty** –collecting or sharing of the data is necessary in order to perform tasks as part of the ContinU Plus Academy's statutory function.
- **Legal obligation** – if we legally must hold or provide the information.

Who is legally responsible for your data?

The organisation that is responsible for the data is called the Data Controller, they are required to make sure that the data is held securely, make decisions about what happens to the data and are accountable if your data is lost or not kept confidential.

The Data Controller is the ContinU Plus Academy.

Sharing information

As part of the effective running of the ContinU Plus Academy we may share staff information with:

- Our local authority;
- Companies who are contracted to offer support services to the school with appropriate data processing agreements in place;

- The Department for Education (DFE);
- HMRC;

We may share staff data with other organisations if we are contractually or legally required to or if we are delivering services in partnership with other agencies. Details will be included in the Trust Data Retention Schedule.

Any information shared with these parties is transferred securely, e.g. referral portal, password protected document.

What happens to data when the pupil staff leave the CPA?

We hold information on staff for as long as it is necessary for the purposes it was collected and in line with the legal basis it was collected under. Staff information is usually kept for 6 years after the end of employment. More specifically, the Trust Data Retention Schedule provides details about what will happen to each aspect of retained staff data

Requesting to access personal data

Staff have the right to request to see a copy of all of the information the ContinU Plus Academy holds on them including. If an individual wishes to access personal data they should complete the subject access request form and either post or email it to the CPA's Data Protection Officer, contact details below. The subject access request form is available on the CPA website

<http://continuplus.org.uk/> in the GDPR section.

Staff also have the right to:

- 1) Object to the processing of personal data that could cause damage or distress;
- 2) Object to decisions being made by automated means;
- 3) Prevent the processing of data for direct marketing;

4) In certain circumstances, have inaccurate personal data erased, destroyed or rectified;

5) The right to report to the Information Commission Office (ICO) if you are concerned about the use, storage or sharing of personal information.

We will usually provide copies of any data requested through a Subject Access Request within a month; if there are reasons which mean it will take longer this will be explained to you. If an individual has concerns about the content of their record they should contact the Data Protection Officer, contact details below. We will correct any factual inaccuracies such as date of birth or ethnicity. We would not usually change any of the record of actions and events but an individual's views about the content will be added to the record.

Contact us

If you have any questions or concerns regarding the collection or usage of staff personal data,

please contact:

Charlotte Shepard (Data Protection Officer)

ContinU Plus Academy

Finepoint Way

Kidderminster

Worcestershire

DY11 7FB

01562 822463

DPO@shepardconsulting.co.uk

For more information regarding the ContinU Plus Academy's data processing across the whole school please visit <http://continuplus.org.uk/>

For more information on your rights you can visit the ICO's website www.ico.org.uk