

Privacy Notice – Staff and Volunteers

(Volunteers include Trustees & Governors for this purpose)

Background

Somerset Road Education Trust (SRET) is committed to ensuring your personal data is protected. This privacy notice describes how SRET, Exeter House School, St Mark's C of E Junior School and Wyndham Park Infants School, the data controllers, collects, uses and protects information relating to their staff and volunteers.

How we collect your information

The information we collect is from your application forms, references from third parties and DBS check. We also collect information throughout your employment with us.

The type of information we hold

The type of information we hold will include:

- **Personal information** - name, address, contact telephone numbers, email addresses, date of birth, National Insurance number. We will hold evidence of your right to work in the UK which could include copies of ID documents.
- **Financial information** - bank account details.
- **Professional information** - education and employment history, qualifications and training courses attended.
- **HR Records** – employment contracts and remuneration details, appraisals, attendance and absence information.
- **Special category information** – medical information, criminal convictions and ethnicity.

We will also collect details of who to contact in an emergency.

How do we use your information

We process personal data relating to those we employ to work at SRET for the following lawful purposes:

- We process your personal and financial information to enable us to employ you and fulfil the employment contract enabling individuals to be paid and receive the employment benefits they are entitled to under their contract.
- We process your personal and professional information to comply with employment and child protection legislation and for our legitimate interest as it is necessary that we ensure we only employ appropriately qualified individuals.
- We process information of staff for the following legitimate business interest:
 - To control access to SRET's premises, equipment and information.
 - To manage and communicate with staff.
 - To maintain and optimise the staffing levels.
 - To enable development of a comprehensive picture of the workforce and how it is deployed.
 - To inform the development of recruitment and retention policies.
 - To allow better financial modelling and planning.
 - To support the work of the School Teachers' Review Body.
 - To support the administration of Teachers Pensions & LGPS

We process the personal information of your emergency contacts under legitimate interest as it necessary for us as a good employer to contact someone if you are taken ill or injured at work. We only collect the minimum information and we will only use it in an emergency. Also, you have the right not to provide us with the information.

Who we will share your information with

We are required, by law, to pass on some of this personal data to:

- The Department for Education (DfE).
- HMRC.

- Department of Work & Pensions (DWP).
- Companies House (Trustees only).

We are also required to share some personal information with:

- Our local authority - HR/Payroll/Internal Auditor.
- Moore Stephens – External Auditor.
- Occupational Health, Salisbury NHS.
- Wiltshire Pensions (LPGS).
- Teachers Pensions.
- The Diocese (Trustees & only those staff who have roles within the Trust Board & Governors of St Mark's C of E Junior School).

We will not share personal information with any other third party without your consent unless there is a legal or regulatory requirement to do so.

Some personal information is stored by our IT suppliers who host our websites and applications. Our suppliers are bound by EU privacy law and the terms of the contracts include the enhanced General Data Protection Regulation terms and clauses.

If you require more information about how the DfE store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Storing your information

Your personal information will be stored on systems owned or operated by SRET or those of our specific suppliers and will only be stored inside the European Economic Area (EEA), or a country approved by the EU.

Retention

We will retain your personal information in accordance with legal and regulatory requirements. Please refer our Retention Policy.

How can you access your information

If you would like a copy of the information we hold about you, please email the Data Protection Officer at DPO@exeterhouse.wilts.sch.uk.

Your Rights

You have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- have inaccurate personal data rectified;
- request your information to be deleted or destroyed and if we can we will but sometimes we must maintain some records for legal reasons.

If you are not happy how we are using your information or how we have responded to your request, you have the right to complain to the Information Commissioner's Office at www.ico.org.co.uk.

How do we tell you about future changes to this Privacy Notice

Any changes we make to our privacy notice will be communicated to all staff and volunteers via email/and or by staff briefing.

A copy of the privacy notice is available to all staff and volunteers and is located on our school website and is on our staff Notice Board, located in the staffroom.

How to contact us

If you have any questions or concerns about our use of your personal information please email the Data Protection Officer at DPO@exeterhouse.wilts.sch.uk.

Note: Privacy Notice and Privacy Policy to be read during Induction Process