



Staff Privacy Notice

We are Community Schools Trust, Forest Gate Community School, Forest Lane, London E7 9BB. The schools in the Trust are the Data Controllers as defined in Data Protection Legislation.

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

- Basic details (such as name, age, gender, national insurance number, bank details)
- Contact details (such as address, telephone number, email address)
- Contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information, tax status information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)
- Employment records (work history, job titles, working hours, training records and professional memberships)
- Recruitment information (copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Relevant information regarding safeguarding
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- Emergency contact details
- Biometrics
- CCTV Footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This may include information about:

- Disability
- Ethnicity
- Health
- Religion
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we collect and use this information

We use personal information of our staff to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid
- Allowing better financial modelling and planning

- Contact next of kin

The lawful basis on which we use this information

We only collect and use personal information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We have a contractual requirement

Less commonly, we may also process personal information in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting 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 the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Storing Information

Personal information relating to pupils/parents/carers is stored in line with the school's Data Retention Policy.

In accordance with the UK GDPR, the school does not store personal information indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

Who we share information with

We routinely share personal information with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concern.
- The Department for Education – to meet our legal obligations to share workforce data with it e.g. census
- Your family or representatives – to comply with given consent
- Our regulator Ofsted
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations - to enable them to provide the service we have contracted them for e.g. pension provision
- Our auditors – To meet our legal obligations in producing annual accounts
- Survey and research organisations – to assist official tasks in the public interest • health authorities - to assist official tasks in the public interest
- Security organisations - to assist official tasks in the public interest
- Health and social welfare organisations – to protect an individuals' vital interests • Professional advisers and consultants - to enable them to provide the service we have contracted them for
- Charities and voluntary organisations - to assist official tasks in the public interest • Police forces, courts, tribunals - to protect an individuals' vital interests

- Third party data processors – to assist with assessment and curriculum

We do not share information without consent unless the law and our policies allow us to do so.

Transferring data internationally

Where we transfer personal information to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

Requesting access to your personal information

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 the school.

You also have the right to:

- Object to processing of personal information 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 information rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

Further information

If you have a concern about the way we are collecting or using your personal information, 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/>

Our Data Protection Officer is The Education Space who can be contacted at dpo@theeducationspace.co.uk