



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom  
01223 811250  
office@anglianlearning.org  
www.anglianlearning.org

## Privacy Notices - school workforce

### Who we are

For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College  
Lode Road  
Bottisham  
Cambridge  
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or paul.stratford@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

### The categories of school information that we process include:

- Personal information (such as name, address, 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 subject taught)
- Payroll information (including bank account details)
- Sensitive information (special category personal data), 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 our schools, 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 the Academy

- Trust 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 data**

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 the school / academy trust 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 contact 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)

#### **Local Authority**

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce)(No 2)(England) Regulations 2007 and amendments.

#### **Department of Education**

The Department of Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the Department of Education (DfE) for the purpose of those data collections, under section 5 of the Education (Supply of Information about the School Workforce) (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.

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability to 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 details about you including absence information and allegations to our HR provider for the purposes of HR management.

Our HR and Payroll providers are:

Education Personnel Management



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom

01223 811250  
office@anglianlearning.org  
www.anglianlearning.org

St Johns House  
Spitfire Close  
Ermine Business Park  
Huntingdon  
Cambridgeshire  
PE29 6EP  
<https://www.epm.co.uk/contact/>

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.

Computershare Voucher Service  
The Pavilions  
Bridgwater Road  
Bristol  
BS13 8AE

<http://www.computersharevoucherservices.com/contactus/Pages/default.aspx>

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.

<https://www.teacherspensions.co.uk/>  
<http://pensions.cambridgeshire.gov.uk/>

We disclose details about you including contact details and absence information to our Occupational Health Providers to ensure that you are fit for work and that correct support measures are provided, if required.

Pre-employment medicals:  
Heales Medical  
27 Bridge Street  
Hitchin  
Hertfordshire  
SG5 2DF  
<http://www.heales.com/contact.html>

Occupational Health referrals:  
Wrightway  
Regus House  
1010 Cambourne Business Park  
Cambourne  
Cambridgeshire  
CB23 6DP

<http://www.wrightwayhealth.co.uk/clinics/cambridge/>

Our disclosures to third parties are lawful because one of the following reasons applies:  
For ordinary personal data uses:

- The disclosure is necessary for the performance of your employment contract
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

For 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 (but you are not required to provide the information if you do not wish 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 which can be found on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

### **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.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Director of HR, [koliver@anglianlearning.org](mailto:koliver@anglianlearning.org).

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom

01223 811250  
[office@anglianlearning.org](mailto:office@anglianlearning.org)  
[www.anglianlearning.org](http://www.anglianlearning.org)

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.