



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

Privacy Notices - School Workforce

Under data protection law, individuals have a right to be informed about how Anglian Learning uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we process personal data about individuals we employ or otherwise engage, to work at within Anglian Learning.

Who we are

Sawston Village College is part of Anglian Learning. For the purposes of Data Protection legislation, Anglian Learning is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Anglian Learning
c/o 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 dpo@theictservice.org.uk.

In this policy 'we' and 'us' mean Anglian Learning.

The categories of staff 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 employment records (and where relevant subject taught)
- Payroll information (such as salary, pension, tax status, bank account details)
- Sensitive information (special category personal data), medical information, religious

- beliefs, sexual orientation, ethnic group and trade union membership if you supply it.
- Performance and training information
 - Recruitment information (such as references, right to work, interview process, driving licence)
 - Safeguarding information (such as checks,
 - Photographs and CCTV footage
 - Outcomes of any disciplinary and/or grievance procedures
 - Data about your use of Anglian Learning's information and communications system

How we use your information

The purpose of processing this data is to support with the operation of the school, including to:

- Enable you to be paid
- Facilitate safer recruitment and safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable protected characteristic (such as ethnicity, disability) monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

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.

Less commonly, we may also use personal information about you where:

- You have given consent to us to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for processing your data may overlap, and there may be several grounds which justify Anglian Learning's use of your data.



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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 may 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.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- our local authority
- the Department for Education (DfE)
- Your family or representatives
- Educators and Examining Bodies
- Our regulator Ofsted
- Suppliers and Service providers
- Our auditors
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals
- Employment and recruitment agencies

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.

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, absence information and allegations to our HR and payroll provider to enable you to be paid and for the purposes of HR management.

Our HR and Payroll providers are:

Education Personnel Management
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



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<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:

- 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.
- 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 (you are not required to provide the information if you do not wish to)
- We collect your explicit consent

A list of third parties that we share information can be obtained from the school.

How long we keep your personal information

We keep your data secure and only 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 relevant school.

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/>

Complaints

We take any complaints about our processing of personal data very seriously.

If you think that our processing of personal data is unfair, misleading or inappropriate or have any concerns about our data processing please raise it with us in the first instance.

To make a complaint please contact Claudine Bateman, Director of Operations on cbateman@anglianlearning.org. You can also contact our Data Protection Officer on dpo@theictservice.org.uk or by letter addressed to:

Paul Stratford
Speke House
17 Compass Point Business Park
Stocks Bridge Way
St Ives
Cambridgeshire
PE27 5JL

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.
On line: <https://ico.org.uk/concerns/>