



## **Privacy Notice - Workforce Employees, Trustees, Academy Committee members, Volunteers & anyone engaged at the SEAX Trust or Trust Schools**

### **The types of information we collect**

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

- Personal information such as name, address, national insurance and membership/ teacher numbers, emergency/next-of-kin contact details
- Special categories of data including characteristics, such as gender, age, ethnic group
- Contract information such as start dates, hours worked, post, roles and salary information
- Work absence information such as number of absences and reasons
- Qualifications and, where relevant, subjects taught
- Pre-Employment check information
- Relevant medical information
- Bank account details, where relevant, to enable individuals to be paid.

### **Why we collect and use this information**

We share information to comply with statutory, regulatory and contractual obligations. These may include, but are not limited to:

- National legal employment obligations such as those of HMRC, Health & Safety and social protection conditions
- National sector requirements such as Child Protection and Safeguarding measures
- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Payment of salaries and pension contributions
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning
- Enabling ethnicity and disability monitoring
- Supporting the work of the School Teachers' Review Body
- Complying with guidance such as 'Working Together'
- Allowing the SEAX Trust to monitor, support and maintain its workforce.

If we are required to comply with other legal obligations not listed above, we will share data only when it is lawful to do so.

### **The lawful basis on which we process this information**

We make sure that the information we collect and use about our workforce is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share it with another organisation or individual, we must have a legal basis upon which to do so.

The lawful basis for schools to collect and process information comes from a variety of sources, such as the Academies Financial Handbook and Article 6 and Article 9 of the GDPR and the



Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work & Pensions.

### Collecting this 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 data protection legislation, we will inform you as to whether you are required to provide certain school workforce information to us or if you have a choice in this.

### Storing this information

We hold school workforce data for the length of your employment/engagement with the SEAX Trust or SEAX Trust School. Upon termination of your employment/engagement we hold the information for a further six years\*.

*\*This is subject to exceptions which include shorter or longer timeframes depending on legal requirements and data protection guidelines. Please refer to the SEAX Trust's Data Retention Schedule for more information.*

### Who we share this information with

The SEAX Trust routinely shares this information within the Trust itself, as the employer, and also with:

- Our local authority – Essex County Council
- The Department for Education (DfE)
- Our Payroll Provider – SGW Payroll and PS Financials
- Our Database Provider – Capita SIMS
- Our Pension Providers – Teachers' Pensions or The Local Government Pension Scheme, as applicable.

### Why we share school workforce information

We do not share information about workforce members with anyone without consent, unless the law and our policies allow us to do so.

#### 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) (England) Regulations 2007 and amendments.

#### Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/ expenditure and the assessment educational attainment. Some of this information is publicly available on the Government Information Advisory Service (GIAS) website.

#### Our Payroll Provider

If you are in paid employment with the SEAX Trust, we share personal data including bank details



with our payroll provider in order that we can make financial remuneration through an automated system.

### **Our Database Contractor**

We store (and therefore share) data about you including personal and contractual information with our database provider. This allows us to hold your information in a secure way which complies with data protection requirements. It also allows us to fulfil our statutory requirements to share your data with the DfE, as explained above, in the safest and most efficient way.

### **Our Pension Providers**

We share your data with the relevant pension provider; Teachers' Pensions for qualified teaching staff and The Local Government Pension Scheme for all other employees. This happens automatically upon employment with the SEAX Trust through the 'Automatic Enrolment' requirement placed on schools. However, you have the right to 'opt out' without any payments being made should you decide to do so and this is explained to you on employment.

### **The Academies Financial Handbook**

We are required to share information about individuals in governance roles with the (DfE) under the requirements set out in the Academies Financial Handbook . All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current government security policy framework.

For more information, please see 'Trustees/AC members: How the Government uses your Data'.

### **Data Collection Requirements**

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005.

To find out more about the data collection requirements placed on us by the Department for Education in relation to employees, certain third party contractors and volunteers, including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the data collection requirements placed on us by the Department for Education in relation to Trustees and LAC members, including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

The department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on



whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

To contact the department: <https://www.gov.uk/contact-dfe>

**Note:** Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information about you that we hold. To make a request for your personal information, please contact:

SBM Services (uk) Ltd  
Data Protection Officer for SEAX Trust (sub-contracted)  
12 Park Lane Business Centre  
Park Lane  
Langham  
Colchester  
Essex CO4 5WR  
Telephone: 01206 671103

SEAX Trust  
Fox Crescent  
Chelmsford  
Essex CM1 2BN  
Telephone: 01245 963000

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- claim compensation for damages caused by a breach of the Data Protection regulations



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

### **Trustees/AC members: How the Government uses your Data**

The governance data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable maintained schools and academy trusts and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

### **How to find out what personal information the DfE hold about you**

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting your school or provision within the SEAX Trust in the first instance.

### **Last updated**

We may need to update this privacy notice periodically and so we recommend that you revisit this information from time to time. This version was last updated on the month and year displayed in the footnote of each page.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact:

The Director of Business, SEAX Trust, Fox Crescent, Chelmsford, Essex CM1 2BN

Telephone: 01245 963000