



# Privacy Notice for Staff

(School workforce, Central Team and prospective applicants)

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was updated on **26<sup>th</sup> January 2023**.

**You will find the latest version of the Privacy Notice for Staff at [www.pdet.org.uk](http://www.pdet.org.uk) or your school's website.**

## Privacy Notice for staff (school workforce, central team and prospective applicants)

This information applies to current and former employees, workers and contractors of Peterborough Diocese Education Trust as well as prospective applicants for all roles. It is intended to apply to academic and support staff, contractors, temporary workers, visiting music teachers, any peripatetic workers and sports coaches.

This Privacy Notice sets out how we collect, use, protect and share your personal information. It applies in addition to any other relevant terms and conditions and policies that may also apply to you, depending on your role. However, it does not form any contract of employment or other contract to provide services.

### Who we are

Peterborough Diocese Education Trust (PDET) (the Trust), of which you are an employee is in charge of personal information (or personal data) about you. This means the Trust is the Data Controller.

The postal address of the Trust is Unit 2 Bouverie Court, 6 The Lakes, Bedford Road, Northampton, NN4 7YD.

If you want to contact us about your personal information, you can contact our Data Protection Officer who is Angela Corbyn in the following ways:

- by telephone on 07775 436141
- leave a letter at our offices at the address above or send one by post
- by email [dpo@pdet.org.uk](mailto:dpo@pdet.org.uk)

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

### The categories of staff information that we process

Depending on our working relationship, we may collect and use a wide variety of personal information (or personal data) about you, and where relevant, your next of kin and personal contacts that you have provided to us. Personal data means any information which can be used to directly or indirectly identify a living individual.

Personal data that we may collect, use, store and share (where appropriate) includes, but is not restricted to:

- **identity and contact data** such as your name, title, gender, marital status and dependents, nationality, country of residence, date of birth, postal address, telephone numbers, email address, copy of driving licence, copy of passport;

- **biographical and social information** such as your opinion, interests and lifestyle, social circumstances, hobbies and interests, and any other personal information that you choose to provide;
- **images** such as photographs and video recordings held both in digital and manual format;
- **support contact details** such as contact details for your close relatives, next of kin, representatives and emergency contact information;
- **correspondence** between us such as emails, correspondence relating to incidents and complaints;
- **information about how you use our information and communications systems** including email and internet services;
- **technical information** such as information obtained through electronic means such as CCTV footage;
- **financial information** such as National Insurance number, bank account details, payroll records and tax status information, salary, annual leave, pension and benefits information;
- **recruitment information** including copies of right to work documentation, results of HMRC employment status check, details of your interest in and connection with the intermediary through which your services are supplied, references and other information included in a CV, application form and / or cover letter or as part of the application process including information about your education and qualifications, start date and, if different, the date of your continuous employment, leaving date and your reason for leaving;
- **employment/work records** including job titles, location of employment or workplace work history, working hours, compensation history, performance information, holidays, disciplinary and grievance information, training records and professional memberships.

### **Special categories of personal data**

Where necessary, we may also collect special categories of personal data about you which are more sensitive and require a higher level of protection.

We may collect and use the following types of special category personal data:

- information about your racial or ethnic origin, religious or philosophical beliefs, and political opinions;
- information about your sexual orientation;
- trade union membership;
- health and medical conditions (for example, where we need to make reasonable adjustments to your work environment because of a medical condition or record sickness absence), including:
  - details of any absences (other than holidays) from work including time on statutory parental leave and sick leave.

## Criminal offence data

We may also collect and use information about criminal offences (such as information about criminal convictions or allegations) but only where the law permits, for example where we are required by law to carry out pre-employment checks and Disclosure and Barring Service (DBS) checks.

## Where do we get your information from?

The source of your personal data and the way in which we collect it will depend on our relationship.

- We collect information about employees, workers and contractors through the application and recruitment process either directly from you (for example, when you provide information to us in an application form or an interview) or sometimes indirectly from certain third parties such as an employment agency, referee, former employer or the DBS.
- We will continue to collect your personal data throughout the period of you working for us. For example, through our interactions and correspondence, when you share or update your contact details and through your use of our communications and other systems.

## What do we use your information for?

The Trust will only use your personal data when the law allows us to. In most cases, we anticipate that we will use your personal data for the following legal reasons:

1. **For contractual purposes:** where we need to process your personal data in order to perform the contract we have entered into with you or prior to entering into a contract with you. For example, we will need to process your contact details and financial information in order to comply with any contract of employment or contract for services we have with you.
2. **Legal obligation:** we will need to process your personal data in order to comply with our legal obligations, for tax and accounting purposes and for the prevention and detection of crime. For example, if you are applying for a teaching position, we are required by law to carry out due diligence checks with the DBS and take up references.
3. **Public task:** The Trust needs to process your personal information because it has tasks to perform that are in the public interest or exercising official authority, both of which are laid down in law. For example:
  - as a public authority the Trust will need to process your personal data in order to

- comply with its statutory functions to run the Trust and to provide education;
- the Trust needs information about its staff and other workers to run the Trust lawfully, safely and efficiently, safeguard its pupils, keep its property, workers and pupils safe and comply with all of its legal, educational and regulatory duties and obligations.

4. **Legitimate interests:** we will process your personal data where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests. For example:

- where we need to use staff information for reasonable Trust purposes such as obtaining insurance or seeking professional advice from a third party professional;
- to use images, video and audio recordings of staff in school / the Trust and on the school / Trust website or our social media channels for reasonable school / Trust purposes;
- to monitor staff use of the Trust's IT systems to make sure they are being used appropriately and in accordance with the law and Trust policies and procedures;
- to ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.

5. **Consent:** in most cases, we will not need your consent to use your personal information. However, there are a few occasions where we either need it or choose to ask for it, for example, where we use your personal data for the purpose of direct marketing.

6. **Vital interests:** rarely, we may need to process personal data of our staff and workers to protect you or someone else's life. For example, to share information about medical conditions that you may have with a doctor or hospital in the event of an accident.

The Trust will also need to process your **special category personal data** and/or criminal offence information (such as information about criminal convictions or allegations) for the following legal reasons:

- **legal obligations in connection with employment:** we will need to process special categories of your personal data where we need to carry out our legal obligations or exercise rights in connection with employment or contract for services, for example, to ascertain your fitness for work;
- **explicit consent:** rarely, we will process special categories of your personal data if you have given us your explicit consent but only where consent is appropriate;
- **vital interests:** rarely, we may need to process personal data of our staff and workers to protect someone's life. For example, to share information about medical conditions that

you may have with a doctor or hospital in the event of an incident or accident;

- **reasons of substantial public interest (with a legal basis):** we will process your personal data when it is necessary for reasons of substantial public interest with a basis in law, for example: to share information with the police or social services where this is necessary in order to safeguard a pupil's welfare; or for legal and regulatory purposes such as child protection; or investigating allegations of malpractice or unfitness to work with children; or diversity monitoring; or health and safety etc. The Trust has an Appropriate Policy Document in order to comply with the Data Protection Act 2018 which regulates this sort of processing;
- **legal claims:** we may need to process special categories of your personal data in connection with legal claims such as where a complaint or legal claim is brought against you or the Trust or in order to investigate allegations;
- **other reasons:** less commonly, we may need to process special categories of your personal data where you have **already made this information public** or for **health or social care purposes** (with a basis in law) or for **public health purposes** (with a basis in law), for example: where staff information needs to be collected and used in connection with a public vaccination programme; or in response to a pandemic such as COVID-19. Where this happens, the data is handled by a health professional such as a nurse or someone who the law says must keep your information confidential.

### **Consequence of failure to provide us with your personal data**

Some of the information we collect from you is required by law or under contract. If you fail to provide us with certain information when requested, we may not be able to perform the contract we have entered into with you (or are attempting to enter into), such as paying you or providing you with a benefit, or we may be prevented from complying with our legal obligations such as ensuring the health and safety of our workforce.

### **How long we keep staff 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. We have a policy which explains how long we keep information. It is called the Records Retention and Deletion Policy and you can find it on the Trust's website ([www.pdet.org.uk](http://www.pdet.org.uk)) or you can ask for a copy at your school's office.

### **When we may share staff information with others**

We may share your personal data, including special categories of personal data, with certain third

parties outside the Trust but only for the legal reasons identified in this privacy notice and where the law allows us to. For example, we may share your personal data with:

- **third parties where you have consented;**
- **third party service providers** that help us run our schools / Trust, they process your personal data on our behalf such as IT services; payroll services, pension administrators, education technologies, benefits provision and administration, software service providers, mail fulfilment providers, survey companies. Where this happens, your information is shared securely, for specific purposes and strictly in compliance with data protection law. Third party service providers are not permitted to use your personal data for their own purposes;
- **Disclosure and Barring Service** for the purposes of carrying out checks on your suitability for work with children through Access who administer the service and also provide software for maintaining our single central record (SCR).
- **external inspectors and auditors** such as Ofsted;
- **third party professional advisors** such as insurers, accountants, legal advisors, and any individual appointed by the school / Trust to carry out an independent investigation;
- **public authorities and regulators etc.** that need to use your information for their own reasons. For example, we are required by law to share some of your personal data with our local authority and the Department for Education, HMRC, the police, DBS. Regulators that we may need to share your information with include the Teaching Regulation Agency, the Charity Commission and the ICO. Where we share your information with these third parties in this way, the third party will become a data controller of your personal data.
- **others:** we may share your personal information with others outside the school / Trust such as former and prospective employers (for reference purposes), parents and pupils at the school at which you work, an independent complaints panel member.

### **Transferring your personal information to other countries**

Occasionally we may need to transfer your personal data outside the UK, for example, some of our suppliers and service providers are located outside the UK and may see your personal information when providing us with software support, or a company which we use for carrying out surveys may handle your contact information on our behalf.

On the few occasions where we do transfer your information outside the UK, we will ensure it is protected and handled in line with data protection law. For example, we will only transfer it to a country that is officially considered to provide adequate protection for personal data or protect it by using one of the safeguarding measures available under data protection law.

If you would like more information about how we protect your personal information if it is transferred outside the UK please contact our Data Protection Officer.

## How we protect your personal data

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we restrict access to your personal data to those employees, agents, contractors and other third parties who have a business need to access it.

If you would like more information about how we protect your personal information, please contact our Data Protection Officer.

## Your duty to tell us about changes to your personal information

It's important that the personal data we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us. For example, if your address or telephone number changes.

## Your data protection legal rights

Data protection law provides you with the following legal rights in certain circumstances:

- **to request access** to a copy of your personal data that we hold;
- **to request rectification** of your personal data if you believe the information we hold about you is inaccurate or incomplete;
- **to request erasure** of your personal data where you believe we have no good reason to continue processing it;
- **to object** to the processing of your personal data in certain circumstances such as where we are processing it for our "legitimate interests";
- **to restrict the processing** of your personal data in certain circumstances such as where you wish to suspend its processing whilst you establish its accuracy or the reason for processing it;
- **to withdraw your consent to the processing of your personal data**, if we are processing it on the basis of your consent;
- **to request the transfer of your personal data (the right to data portability)** to another organisation in a specific format that makes it easy for them to use.

Some of these legal rights do not apply in all circumstances. Also, the Trust may be able to refuse or partially refuse requests in certain circumstances such as where a legal exemption applies. You can find out more information about your legal rights in our Data Protection Policy which can be found on our website: [www.pdet.org.uk](http://www.pdet.org.uk)



To exercise these rights, please contact our Data Protection Officer.

### **Your right to complain**

You can complain to our Data Protection Officer (see page 2 for contact details) about what we do in relation to your personal information. 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.