



Dear Staff Member

November 2018

THE SOCIETAS TRUST PRIVACY STATEMENT TO SCHOOL WORKFORCE (Those employed to teach, or otherwise engaged to work at The Trust and the Academies therein)

GDPR LEGAL REQUIREMENTS

The Societas Trust (the Trust) has updated Data Protection Procedures with the requirements of the General Data Protection Regulation (GDPR) which is enforced from 25th May 2018, replacing the Data Protection Act 1998. We have to provide you with details of what information we process, who processes the information, how it is stored, and for how long, who it will be shared with and your individual rights relating to the processing of your personal data.

The Societas Trust is the data controller and the following Academies are data processors of the personal information you provide to us:

- Ash Green Primary Academy
- Ellison Primary Academy
- Gladstone Primary Academy
- Goldenhill Primary Academy
- Summerbank Primary Academy

We have a legal right and legitimate interest to collect and process personal data relating to those we employ to work across our academies, or those otherwise contracted to work at the academy. We process personal data in order to meet the requirements set out in the UK Employment, Academy and Safeguarding Law including those in relation to the following:

- Academy Funding Agreement and Articles of Association;
- Academy's legal and statutory framework;
- Safeguarding Vulnerable Groups Act 2006;
- The guidance "Keeping Children Safe in Education";
- The Childcare (Disqualification) Regulations 2009.

CATEGORIES OF PERSONAL INFORMATION

This personal data includes:

- personal information such as name, employee or teacher number, national insurance number;
- characteristics information such as gender, age, ethnic group;
- contract information, start date, hours worked, post, role and salary details;
- payroll information;
- work absence information – absences and reasons;
- medical information where relevant;
- qualifications and where relevant subjects taught.

This list is not exhaustive, the academies are in the process of preparing a data asset register detailing all categories of staff data. You will be informed when this is to hand.

The Societas Trust is a company limited by guarantee, registered in England and Wales with registration number 09987031



Ash Green Primary



Ellison Primary



Gladstone Primary



Goldenhill Primary



Summerbank Primary

If Staff Members fail to provide their personal data, there may be significant consequences, including the failure to pay salaries and failure to meet legal compliance.

Staff members' personal data is only sought from you as the data subject. **No third parties will be contacted to obtain staff members' personal data without the data subject's consent unless the law requires the Trust to do so.**

WHY WE COLLECT YOUR PERSONAL INFORMATION

In accordance with the above, staff members' personal data is used for the following reasons:

- contractual requirements – staff contract forms;
- employment checks, right to work;
- safeguarding and Safer Recruitment Requirements eg, Enhanced DBS Disclosures;
- salary requirements;
- legislative compliance;
- monitoring purposes;
- workforce planning/ Workforce Census;
- HR Administration and Processes.

We process personal data for employment purposes to assist in the running of the academy and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing improved financial modelling and planning;
- enabling disability and ethnicity monitoring;
- supporting the work of the School Teachers' Review Body.

WHO WE SHARE YOUR PERSONAL INFORMATION WITH

The Societas Trust will not share information about you with a third party without your consent unless the law allows us to do this.

We are required to share information about our workforce with our local authority under

- section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and subsequent amendments;
- Article 6 and Article 9 of the GDPR, for example the collection of data for the school census.

We are required by law to pass some of this personal data to:

- Stoke on Trent City Council;
- The Department for Education;
- Staffordshire County Council;
- HMRC.



We share personal data about the Trust employees with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding/expenditure.

The DfE collects personal data from educational settings via various statutory data collections. They may share information about school employees and third parties who promote the education or well-being of children or the effective deployment of school staff in England by conducting research and analysis, producing statistics and providing information advice and guidance. The department has robust processes in place to ensure the confidentiality of personal data and stringent controls regarding access and use. All data is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework. For more information regarding the department's data sharing process please visit:

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

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with the staff members' privacy rights.

MOBILE DEVICES AND TEXT MESSAGING

It is the individual's responsibility to ensure that all personal devices such as mobiles and tablets do not share content or information received via the academy messaging services. Email and SMS derived from within the academy messaging services are intended for the recipient only and should not be forwarded. The user understands and accepts devices should not be linked to other devices / cloud services whereby a 3rd party could view academy communications. Any such communication is intended for internal use only and the contents should not be disclosed to any other person."

HOW WE KEEP YOUR PERSONAL INFORMATION SAFE AND HOW LONG WE RETAIN YOUR INFORMATION

We hold Data securely for the set amount of time shown in our data retention policy and will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely.

YOUR SUBJECT ACCESS RIGHTS

As the data subject, you have specific rights relating to the processing of your personal data. You have a legal right to:

- Request in writing access to the personal data that The Trust holds;
- Request in writing that your personal data is amended;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request in writing that your personal data is erased;
- Request in writing that the processing of your data is restricted;
- Object to processing of personal data that is likely to cause you damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being made by automated means;
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

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workforce Data is essential for the operational use by The Societas Trust, the academies therein, and the Local Authority. Whilst the majority of the personal information you provide is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

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

Staff Members also have the right to lodge a complaint with the Information Commissioners Office (ICO) in relation to how The Societas Trust processes their personal data

If you require further information about how the Academy and the Trust store and use your personal data, please refer to the following Trust Documents:

- Records Management Toolkit for Schools
- GDPR Data Protection Policy
- Data Asset Register
- [There will be additional links included to other Policies/ Documents](#)

If you have any queries, or would like to discuss anything in this privacy notice, please contact in writing your Academy Business Manager in the first instance or the Trust’s Data Protection Officer, Jon Lovatt, CEO info@societatrust.org.uk

***Please complete the following Declaration Statement and return it to the Academy Business Manager**

Staff Declaration

I,, declare that I understand:

- The Societas Trust has a legal and legitimate interest to collect and process my personal data relating to statutory and contractual requirements;
- The Societas Trust may share my data with the DfE and the LA;
- The Societas Trust will not share my data with any other third parties without my consent, unless the law requires the Trust to do so;
- My data is retained in line with Records Management Toolkit for Schools;
- My rights to the processing of my personal data.

Name of Staff Member

Signature of Staff Member

Date

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