

## **Privacy Notice for the Staff employed (or otherwise engaged) to work for the Greenshaw Learning Trust.**

Under data protection law, individuals have a right to be informed about how a data controller uses any personal data held about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relates to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR.

This privacy notice explains how we collect, store and use personal data about people employed or otherwise engaged to work for the Greenshaw Learning Trust in a GLT school or the Trust Shared Service.

### **Contents**

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1. CATEGORIES OF INFORMATION WE COLLECT, PROCESS, HOLD AND SHARE	2
1a. Personal Information	2
1b. Particularly Sensitive Information	3
1c. Criminal Convictions	4
1c. Biometric Data	4
2. WHY WE USE THIS DATA & RETENTION	4
3. COLLECTING THIS INFORMATION	6
4. HOW WE STORE THIS DATA	6
5. DATA SHARING	6
6. TRANSFERRING DATA INTERNATIONALLY	7
7. SECURITY	7
8. RIGHT OF ACCESS, CORRECTION, ERASURE AND RESTRICTION	8
9. RIGHT TO WITHDRAW CONSENT	8
10. YOUR OTHER RIGHTS REGARDING YOUR DATA	9
11. CONTACT	9
12. COMPLAINTS	9

# Who we are

Greenshaw Learning Trust is the Data Controller for the purposes of the General Data Protection Regulations (GDPR) this means it is responsible for the personal data about you. The postal address of the Trust is: Greenshaw Learning Trust, Grennell Road, Sutton, Surrey, SM1 3DY.

The Data Protection Officer for the Trust is Judicium Consulting Limited.

Contact: Craig Stilwell.

Telephone: 0203 326 9174

As a Data Controller we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice with any other policies mentioned within this privacy notice, so that you understand how we are processing your information and the procedures we take to protect your personal data.

## 1. CATEGORIES OF INFORMATION WE COLLECT, PROCESS, HOLD AND SHARE

### 1a. Personal Information

We may collect, store and use the following categories of personal information about you:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Employment contract information such as start dates, hours worked, post, roles;
- Information collected during the appointment process and information required to carry out criminal records and safer recruitment checks as required by law to enable you to work with children and information from related documents, such as your passport or other identification and

- immigration information;
- Information that we retain during your engagement including references, proof of right to work in the UK, application form, CV, qualifications, education and training details, nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Information about the use of our IT, communications and other systems, and other monitoring information;
- Images captured by the School's CCTV system and recordings from the video conferencing platform;
- Details of your use of business-related social media;
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;
- Details of your time and attendance records.

We may collect, store and use the following categories of personal information about you **as a member of staff**:

- Details of salary and benefits including payment details, payroll records, tax status information, national insurance number, pension and benefits information;
- Details of any dependants;
- Information in your sickness and absence records such as number of absences and reasons (including sensitive personal information regarding your physical and/or mental health);
- Your trade union membership;
- Details of your appraisals, performance reviews and capability issues;
- Details in references about you that we give to others.

## 1b. Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as "special category data") requires higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in limited circumstances, with your explicit written consent, as follows:

- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards;
- Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.

We will use this information in the following ways:

- Collecting information relating to leave of absence, which may include sickness absence or family related leave;
- To comply with employment and other laws;
- Collecting information about your physical or mental health, or disability status, to ensure your health and welfare in the workplace and to assess your fitness to work, to provide appropriate workplace adjustments, to manage sickness absence and to administer benefits;
- Collecting information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and

- reporting;
- To record trade union membership information to pay trade union premiums and to comply with employment law obligations.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract;
- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e., to protect pupils from harm;
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect sensitive 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 / 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.

## **1c. Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

## **1c. Biometric Data**

The Greenshaw Learning Trust schools can use your information as part of an automated (i.e. electronically operated) recognition system. This is to allow access to the cashless catering system. The information that is used is referred to as 'biometric information'. This data will only be processed once we have obtained appropriate consent. For further information in relation to this, please see our Biometric Data Usage Procedure, which is available on the GLT website ([www.greenshawlearningtrust.co.uk](http://www.greenshawlearningtrust.co.uk))

# **2. WHY WE USE THIS DATA & RETENTION**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need it to perform the contract we have entered into with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- When you have provided us with consent to process your personal data.

- We need all the categories of information in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

The situations in which we will process your personal information are listed below:

- To determine recruitment and selection decisions on prospective employees;
- In order to carry out effective performance of the employees contract of employment and to maintain employment records;
- To comply with regulatory requirements and good employment practice;
- To carry out vetting and screening of applicants and current staff in accordance with regulatory and legislative requirements;
- Enable the development of a comprehensive picture of the workforce and how it is deployed and managed;
- To enable management and planning of the workforce, including accounting and auditing;
- Personnel management including retention, sickness and attendance;
- Performance reviews, managing performance and determining performance requirements;
- In order to manage internal policy and procedure;
- Human resources administration including pensions, payroll and benefits;
- To determine qualifications for a particular job or task, including decisions about promotions;
- Evidence for possible disciplinary or grievance processes;
- Complying with legal obligations;
- To monitor and manage staff access to our systems and facilities in order to protect our networks, the personal data of our employees and for the purposes of safeguarding;
- To monitor and protect the security of our network and information, including preventing unauthorised access to our computer network and communications systems and preventing malicious software distribution;
- Education, training and development activities;
- To monitor compliance with equal opportunities legislation;
- To answer questions from insurers in respect of any insurance policies which relate to you;
- Determinations about continued employment or engagement;
- Arrangements for the termination of the working relationship;
- Dealing with post-termination arrangements;
- Health and safety obligations;
- Prevention and detection of fraud or other criminal offences; and
- To defend the School / Trust in respect of any investigation or court proceedings and to comply with any court or tribunal order for disclosure.

Further information on the monitoring we undertake in the workplace and how we do this is available in the GLT Data Protection Policy which is available on the GLT website.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information.

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

## **3. COLLECTING THIS INFORMATION**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

It is important that you read this notice, with any other policies mentioned within this privacy notice, so you understand how we are processing your information and the procedures we take to protect your personal data.

## **4. HOW WE STORE THIS DATA**

Except as otherwise permitted or required by applicable law or regulation, GLT only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once you are no longer a member of staff we will retain and securely destroy your personal information in accordance with our data retention policy. This can be found on the GLT website.

## **5. DATA SHARING**

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following:

- the Department for Education (DfE);
- Ofsted;
- Prospective Employers;
- Welfare services (such as social services);
- Law enforcement officials such as police, HMRC;
- LADO;
- Training providers;
- Professional advisors such as lawyers and consultants;
- Support services (including HR support, insurance, IT support, information security, pensions and payroll);
- The Local Authority;
- Occupational Health;
- DBS;
- Recruitment and supply agencies; and
- other schools within the Trust.

Information will be provided to those agencies securely or anonymised where possible. The recipient of

the information will be bound by confidentiality obligations, we require them to respect the security of your data and to treat it in accordance with the law. We may transfer your personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information. If you require more information about how we and / or DfE store and use your personal data, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We may use your photograph for the following purposes;

- For inclusion on identification passes for security purposes;
- To provide communications about the school and the Trust for fundraising and marketing purposes;
- To share with third parties for journalistic purposes (e.g. press releases sent to local/national media).

Where you have decided to become part of a salary sacrifice scheme we share your details with the provider to the extent necessary for them to provide a service to you.

We share your details with your pension provider 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 Teachers Pensions Scheme for support staff the scheme is Local Government Pension Scheme.

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 Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e., to protect pupils from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

## **6. TRANSFERRING DATA INTERNATIONALLY**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **7. SECURITY**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those third parties who have a business need to know.

You can find further details of our security procedures within our Data Breach Procedure and our Cyber Security Procedure, which can be found on the GLT website.

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## 8. RIGHT OF ACCESS, CORRECTION, ERASURE AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it. Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

## 9. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Ross Dickerson (GLT Head of HR) on [rdickerson@greenshawlearningtrust.co.uk](mailto:rdickerson@greenshawlearningtrust.co.uk). Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We hope that we can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by our Head of HR, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
Lead Contact: Craig Stilwell



# 10. YOUR OTHER RIGHTS REGARDING YOUR DATA

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
  - Prevent your data being used to send direct marketing
  - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

# 11. CONTACT

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited  
Address: 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)  
Lead Contact: Craig Stilwell

# 12. COMPLAINTS

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact [complaints@greenshawlearningtrust.co.uk](mailto:complaints@greenshawlearningtrust.co.uk)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated 16 Dec 2022.