



Transforming Lives

EDUCATIONAL TRUST

## **Data Protection**

# **Privacy Notice - Staff, Governors and Trustees**

**June 2024**



## Version Control

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# Contents

Section	Page
1. The TLET Way	<a href="#">4</a>
2. Privacy Notice for Staff, Governors and Trustees	<a href="#">5</a>
3. Why we use this data	<a href="#">6</a>
4. Our lawful basis for using this data	<a href="#">7</a>
5. Collecting this data	<a href="#">8</a>
6. How we store this data	<a href="#">8</a>
7. Who we share data with	<a href="#">9</a>
8. Your rights	<a href="#">10</a>
9. Complaints	<a href="#">10</a>
10. Contact Us	<a href="#">11</a>
Related Documents	<a href="#">11</a>

## 1 – The TLET Way

Transforming Lives Educational Trust (TLET/The Trust) is a family of academies. Every TLET policy is rooted in and reflects our ambitions for pupils, students and wider stakeholders alike.

### OUR AMBITIONS -

**As a Trust family, our shared ambitions drive everything we do, we call this ‘The TLET Way’.**

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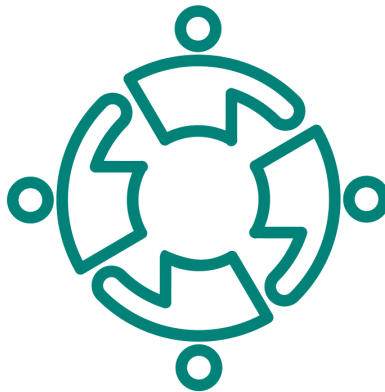
Through the transformative values of courage, kindness and loyalty, together we:



#### NURTURE POTENTIAL

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We flourish in the places we create together.



#### INSPIRE COMMUNITY

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We champion each other to make a difference.



#### DELIVER EXCELLENCE

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We strive to achieve our best.



## 2 – Privacy Notice for Staff, Governors and Trustees

Under UK data protection law, individuals have a right to be informed about how Transforming Lives Educational Trust and its academies use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing personal data.

This privacy notice explains how we collect, store and use personal data about **staff, governors and trustees**.

We, Transforming Lives Educational Trust, are the 'data controller' for the purposes of UK data protection law.

Our Trust Data Protection Officer is the Director of Operations, with each academy having their own Data Protection Lead.

### 2.1 The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about staff, governors and trustees includes, but is not restricted to:

- Contact details, such as name, title, addresses, telephone numbers and personal email addresses, as well as contact preferences
- Dates of birth, marriage and divorce
- Marital status and dependents
- Gender
- Next of kin, emergency contact
- National Insurance number
- Bank account details, payroll records and tax status information
- Salary, annual leave, pension and benefits information
- Location of employment or workplace
- Copy of driving licence, passport, birth and marriage certificates, decree absolute
- Recruitment information (including copies of right to work documentation, references and other information included in a CV, application form or cover letter as part of the application process)
- Performance and appraisal information
- Disciplinary and grievance information
- Secondary employment and volunteering information
- CCTV footage and other information obtained through electronic means such as swipe card records
- Information about your use of our information and communications systems

- Photographs, videos
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Accident book, first aid records, injury at work and third party accident information
- Evidence of how you meet the Department for Education's nationality rules and confirmation of your suitability to work in education, this can include passport details, nationality details and information about convictions/allegations of criminal behaviour
- Evidence of your right to work in the UK/immigration status

We will also hold, store and use the following 'special categories' of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Trade Union membership
- Information about your health, including any medical condition, health and sickness records
- Information about criminal convictions/allegations and offences

### 3 – Why we use this data

#### 3.1 We use this data to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Make sure our information and communications systems, equipment and facilities are used appropriately, legally and safely

#### 3.2 Use your personal data in automated decision making and profiling

We do not currently process any staff members' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### 3.3 Use of your personal data for filtering and monitoring purposes

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities. We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g Child Protection Policy, IT Acceptable Use Policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

## 4 – Our lawful basis for using this data

We only collect and use staff, governors, and trustees' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest

We may also process staff, governors and trustees' personal data in situations where:

- We have obtained consent to use it in a certain way, and in a manner which has been specified
- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use staff, governors and trustees' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using staff, governors and trustees' personal data overlap, and there may be several grounds, which justify our use of this data.

### 4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in the UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you

- We need to process it for the establishment, exercise of defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentially under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## 5 – Collecting this data

While the majority of information we collect about staff, governors and trustees is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments and agencies
- Police forces, courts or tribunals

## 6 – How we store this data

We keep personal information about you while you work at our Trust. We may also keep it beyond your employment at our Trust if this is necessary. Our Retention and Destruction Policy sets out how long we keep information about staff.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.



We will dispose of your personal data securely when we no longer need it.

## 7 – Who we share data with

We do not share your information about staff, governors or trustees with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with UK data protection law) we may share personal information about staff, governors, or trustees with, but not limited to, the following:

- Our local authority, Warwickshire County Council - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted
- Suppliers and service providers, including but not limited to:
  - Catering providers
  - HR system providers
  - Filtering and monitoring agencies
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and Social Welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts or tribunals

### 7.1 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 UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

## 8 – Your Rights

### 8.1 How to access personal information we hold about you

You have a right to make a ‘subject access request’ to gain access to personal information that we hold about you.

If you make a subject access request and if we do hold information about you, we will (subject to any exemptions that may apply)

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact us (see ‘contact us’ below)

## 9 – 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 your academy’s Principal. Alternatively, you can make a complaint to the Information Commissioner’s Office:

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

## 10 – Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer.

- [dpo@tlet.org.uk](mailto:dpo@tlet.org.uk)

However, our Data Protection Leads have day-to-day responsibility for data protection issues at local academy level, if you have any questions or concerns or would like more information about anything mentioned in this privacy notice, please contact them:

- Henry Hinde School: Fleur Edwards, [principal@henryhinde.tlet.org.uk](mailto:principal@henryhinde.tlet.org.uk)
- Houlton School: Michael McCulley, [principal@houltonschool.org.uk](mailto:principal@houltonschool.org.uk)
- Ashlawn School: Paul Brockwell, [principal@ashlawn.org.uk](mailto:principal@ashlawn.org.uk)

### Related Documents

TLET Privacy Notices - Pupils, Parents  
TLET Data Protection Policy  
TLET Retention and Destruction Policy