

THE LEARNING PARTNERSHIP
DATA PRIVACY NOTICE FOR STAFF, TRAINEES AND VOLUNTEERS
Data Protection Act 1998, General Data Protection Regulation 2018 and Education Act 1996

Reasons for Using Individuals' Data

The Learning Partnership is a data controller which collects and processes personal data relating to employees, applicants, apprentices, former employees and temporary agency workers in the course of its activities in order to manage the employment relationship.

Categories of Data:

- Personal information (such as name, address and contact details, including email address and telephone number, employee number, teacher number, NI number, nationality and entitlement to work in the UK);
- Characteristics (such as gender, age, ethnic group);
- Qualifications, (and, where relevant, subjects taught), skills, experience and employment history, including start and end dates, with previous employers and with KMAT;
- Contract information (such as start date, hours worked, post, roles and salary information, and including entitlement to benefits such as pensions);
- Information about your marital status and emergency contacts;
- Your suitability to undertake specific posts (through a DBS check in respect of a criminal record (you will be made aware of this at the point of application));
- Work absence information (such as number of absences and reasons);
- Relevant medical information, including whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- Details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- Assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence.

We hold and use this personal data:

- To enter into an employment contract with you and to meet our obligations under your employment contract;
- To ensure that we are complying with our legal obligations;
- For legitimate interest in processing personal data before, during and after the end of the employment relationship. For example:
 - processing employee data allows the organisation to run recruitment and selection processes, conduct pre-employment checks, including determining your right to work in the UK, carry out DBS checks (where necessary), make offers of employment and provide contracts of employment;
 - plan its resources including succession planning, budgetary and financial planning, organisational and development planning, workforce management, administration, business reporting and analytics;
 - process payroll, compensation and benefits including salary, tax, salary sacrifice, pensions and business travel and expense management;
 - Highlight and manage workplace issues or risks;
 - Maintain accurate and up-to-date employment records and contact details (including details of who to contact in the event of an emergency), and records of employee contractual and statutory rights;
 - Operate and keep a record of disciplinary and grievance processes, to ensure acceptable

- conduct within the workplace and to carry out internal reviews, investigations and audits;
- Operate and keep a record of employee performance and related processes, to plan for career development, provide workforce development and for education and training purposes;
- Operate and keep a record of absence and absence management procedures, to allow effective workforce management and ensure that employees are receiving the pay or other benefits to which they are entitled;
- Obtain occupational health advice, to ensure that it complies with duties in relation to individuals with work-related injury and illness or disabilities and to meet its obligations under health and safety law. Ensuring that employees are receiving the pay or other benefits to which they are entitled;
- Administer flexible working arrangements;
- Operate and keep a record of all types of leave (including maternity, paternity, adoption, parental and shared parental leave), to allow effective workforce management, ensuring that the organisation complies with its duties in relation to leave entitlement, and to ensure that employees receive the pay or other benefits to which they are entitled;
- Manage physical access control, authorise administer, monitor and terminate access to or use of facilities, records, property and infrastructure including communications services such as telephones, laptops and email/internet use;
- Ensure effective general HR and business administration, including communicating with you and facilitating communication between you and other people;
- Provide references on request for current or former employees;
- Respond to and defend against legal claims; and
- Maintain and promote equality in the workplace.

Please note that these examples are illustrative and non-exhaustive

Collecting data

The Trust will receive data from the individual directly and also from previous employers, educational establishments, Disclosure and Barring Service, Department of Education, teacher training organisations and occupational health providers. To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school workforce census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Data Retention

We hold workforce data in line with national IRMS guidelines. At present, this is for 7 years after a staff member has left the organisation. We are required by law to keep records relating to accident or injury at work for 12 years from the date of the incident.

Data Storage

Appropriate staff have received data protection training and will ensure that individual data will be securely stored within:

- the School's Information Management System (SIMS);
- Microsoft 365 cloud services;
- Other IT systems including payroll provider's system, Occupational Health Provider's system, email system;
- lockable filing cabinets, cupboards or drawers.

Sharing of Individual Data

We will not share information about you with anyone without your consent unless the law allows us to. We routinely share individuals' data securely with:

- our local authority;
- the Department for Education (DfE) on a statutory basis as part of the school workforce census return. 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 DfE: <https://www.gov.uk/contact-dfe>
- former and subsequent employers in the form of employment references;
- our payroll providers;
- our pension providers (Cheshire Pension Fund and Teachers' Pension Fund as appropriate);
- HMRC;
- Disclosure and Barring Service;
- Student Loans company;
- Cheshire East Human Resources team;
- Occupational Health provider;
- ParentPay;
- Chartwells caterers;
- Examination boards;
- NQT assessment board.

We may, in extreme circumstances, need to also share information with organisations such as:

- the NHS;
- safeguarding agencies;
- the police;
- government agencies;
- Health and Safety Executive.

Will this information be used to take automated decisions about me?

The Learning Partnership does not use this information for those purposes.

Will my data be transferred abroad and why?

The Learning Partnership will not transfer data abroad. The LA does not do this. The DfE would only do it if it met strict conditions (see link above).

Accessing your data

Individuals have the right under the Data Protection Act 1998 (General Data Protection Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request or if you have a concern about this privacy notice and how we are collecting or using your data, please contact the Trust's Data Protection Officer at dpo@knutsfordacademy.org.uk

Other individual rights can be found in our GDPR policy on the Trust website or at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>