

GEORGE DIXON ACADEMY

Privacy Notice
Academy Staff

Date Created:	March 2018
Last Review:	July 2026
Reviewed By:	Timothy Lewis, Finance Director
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Approved By:	Academy Trust Board
Next Review:	March 2027

George Dixon Academy – Privacy Notice Academy Staff

George Dixon Academy is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with the UK General Data Protection Regulation (GDPR)

In this notice 'we' and 'us' means the Academy Trust, 'staff' means teaching staff, support staff, office staff, trustees/governors and volunteers

Who processes your information? The identity of Data Controller and Data Protection Officer

The Academy is the data controller of the personal information you provide to us. This means the Academy determines the purposes for which, and the manner in which personal data relating to staff is processed.

Data controller: George Dixon Academy

The Academy Trust is registered with the Information Commissioner's Office (ICO) as a data controller. Details of our registration can be obtained from the ICO register.

The Data Protection Officer's role is to oversee and monitor the Academy's data processing practices.

Data Protection Officers:

Data Protection Officer – Timothy Lewis

Deputy Data Protection Officer – Mohammed Altaf

The Data Protection Officer can be contacted at:-

- Email: contact@georgedixonacademy.com
- Telephone: 0121 566 6565
- Post: George Dixon Academy, Portland Road, Birmingham B16 9GD

What information does George Dixon Academy collect, process and share?

We process data relating to those we employ, or otherwise engage, to work at the Academy. Personal Data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:-

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- Personal information (such as name, address, employee or teacher number, national insurance number)
- Contact details (such as email address and telephone numbers)
- Characteristic information (such as gender, age, ethnic group, language, religion)
- Contract information (such as start date, hours worked, post, roles)
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information;
- Bank account details, payroll records, National Insurance number and tax status information;
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or part of the application process;
- Sensitive information (Special Category Personal Data), where applicable, including health information, disability information, trade union membership and other special category data provided during the course of employment.
- Information relating to safeguarding, including DBS checks and information relating to criminal convictions and offences.
- Work absence information (such as number of absences and reasons)
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships;
- Performance management and appraisal information, including appraisal objectives, performance review records, lesson observation feedback, coaching discussions, professional development records, workload and wellbeing discussions, agreed actions and review outcomes.
- Outcomes of any disciplinary and/or grievance procedures;
- Copy of driving licence, details of your vehicle, MOT and your vehicle insurance;
- Photographs and videos (i.e. live recordings, including of teaching).
- CCTV footage whilst on the academy site
- Data about your use of the academy's information and communications system.

As outlined above we may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Trade union membership;
- Health, including any medical conditions and sickness records;
- Appraisal records may, where relevant, contain special category personal data, including information relating to health, wellbeing, disability, workplace adjustments or sickness absence.

Why we use this data

We collect and hold personal information relating to those we employ to work at, or otherwise engage to work within our Academy Trust and also receive them from other people and organisations.

The purpose of processing this data is to help us run the Academy, including but not limited to:

- Confirm your identity
- Enable individuals to be paid
- Facilitate safer recruitment, as part of our safeguarding obligation towards students;
- Support effective performance management and professional development.
    - To manage the appraisal process and support professional development.
    - To agree, monitor and review appraisal objectives.
    - To provide coaching, mentoring and professional support.
    - To identify professional development and training needs
    - To maintain records of appraisal discussions and outcomes.
    - To support employment-related decision making in accordance with Trust policies.
    - To support school improvement, workforce planning and organisational development.
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Protect staff welfare
- Comply with the statutory duties placed on the academy
- Ensure the safety of individuals on the academy site
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.
- Enable the academy to deliver live sessions of teaching and pastoral support remotely. Where lessons or meetings are recorded, recordings will only be made where necessary and proportionate, and staff will be informed of the purpose, lawful basis and retention period.

Our lawful basis for collecting and using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Processing is necessary of the performance of your employment contract and in the case of special category personal data (i.e. sensitive information) processing that personal data is necessary for performing or exercising obligations or rights which are conferred on us or on you by law in connection with your employment.
- Processing is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example, our legal duty to safeguard students;
- In the case of special category personal data, the processing is necessary for a safeguarding purpose i.e. to protect pupils from harm. This is in the substantial public interest.
- Processing is necessary for the performance of our education function which is a function in the public interest
- Personal data relating to performance management and appraisal is processed under UK GDPR Article 6(1)(b) (performance of the employment contract), Article

6(1)(c) (legal obligation) and Article 6(1)(f) (legitimate interests in managing and developing our workforce), where applicable

- Where appraisal records contain special category personal data, processing is undertaken in accordance with Article 9 UK GDPR and Schedule 1 of the Data Protection Act 2018 where necessary for employment, social security and social protection purposes

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the academy's use of your data.

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

We collect information via forms that we ask you to complete. It is important to update any information we hold about your changes.

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.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Appraisal records and associated documentation are stored within approved Trust information management systems with appropriate access controls. Access is restricted to authorised individuals whose role requires access to the information.

Once your employment has ended, we will retain the file and delete the information in accordance with our Records Management Procedure and Guidelines.

Appraisal and performance management records are retained in accordance with the Trust Records Retention Schedule. Such records will be securely deleted or confidentially destroyed when the applicable retention period expires, unless a lawful reason exists for longer retention, including ongoing litigation, disciplinary proceedings, audit requirements or regulatory investigations

When we share your information with others

We do not share information about you without your consent unless the law and our policies allow us to do so.

Appraisal information will only be shared with individuals who have a legitimate professional need to access the information. This may include the employee, their appraiser, line manager, relevant senior leaders, Human Resources, individuals involved in pay-related processes, auditors and Trustees where required for governance, audit or regulatory purposes

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Disclosure and Barring Service for the purposes of carrying out checks on your suitability to work with children
- The Department for Education "DfE"
- Government Departments
- Emergency Services
- Your family or representatives
- Educators and Examining Bodies
- Our regulators as appropriate e.g. Ofsted, Department for Education
- Suppliers and Service Providers – to enable them to provide the service we have contracted them for, such as our HR Provider and Payroll Provider, both being our local authority
- Your Pension Provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon retirement. For teachers the scheme is the TPS, for Support staff, the scheme is LPGS
- Our auditors
- Trade Unions and associations
- Health authorities
- Professional advisers and consultants
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies.

Department for Education (Dfe)

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information about our workforce with the Department for Education (DfE)...

Transferring data internationally
Where personal data is transferred outside the UK, we will ensure appropriate safeguards are in place, including adequacy regulations or approved transfer mechanisms as required under UK data protection legislation.

Automated decision-making statement
The Academy does not make solely automated decisions about staff that have a legal or similarly significant effect. If this changes, staff will be informed.

Your rights

How to access personal information we hold about you

Individuals have a right to make a **'subject access request'** to gain access to personal information that the academy holds about them. This includes appraisal records, lesson observation records, coaching notes and other performance management information held by the Trust.

- You have the right to obtain confirmation that your personal data is being processed and to receive a copy of that personal data, subject to any applicable exemptions.
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this)
- You can ask us to limit what we are doing with your information
- You can object to what we are doing with your information
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

There is more information in our Data Protection Policy or you can contact our Data Protection Officer

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 concern about our data processing, please raise this with us in the first instance.
To make a complaint please contact our data protection officer. Alternatively, or if you are not happy with our answer to your complaint, then you can complain to the Information Commissioners Office.

- Call 0303 123 1113 (local rate) or 01625 545 745 for a national rate number.
- Or write to: Information Commissioner's Office, Wycliffe House, Waters Lane, Wilmslow, Cheshire SK9 5AF

Document Owner and Approver

The Data Protection Officer is the owner of this document and is responsible for ensuring that it is reviewed in line with the review requirements stated above. A current version of this document is available to all members of staff.