

# DATA PROTECTION

## INFORMATION FOR STAFF, VOLUNTEERS, GOVERNORS AND APPLICANTS



### INTRODUCTION

This leaflet explains how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

We process personal data relating to those we employ to work at, or otherwise engage to work at the Rutland and District Schools' Federation. This is for employment purposes to assist in the running of the Federation and / or to enable individuals to be paid.

This personal data includes:

- names and contact details
- National Insurance number
- TRA number
- a photocopy of your passport and birth certificate (or another form of photographic identification)
- Disclosure and Barring Service Number (DBS)
- employment contracts and remuneration details (bank account details)
- pension details
- qualifications / training
- references
- attendance record
- disciplinary record
- performance review data
- proof of your right to work in the UK

It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about all applicants both successful and unsuccessful, as provided by the applicant within the application form. This information is retained for all applicants in line with the [Federation Records Retention policy](#). We may also receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Photographs: We also use photographs of you. For example on your ID card and in promotional material for the Federation.

CCTV: You will be aware that the Federation uses CCTV. We do this to keep everyone safe. We only share this data when legally required to do so.

The Rutland and District Schools' Federation is the Data Controller and an assigned Vice Principal is the Data Protection Officer.

### WHY WE NEED YOUR DATA

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

### SHARING YOUR DATA

We are required, by law, to pass on some of the personal data which we collect to:

- Rutland County Council
- the Department for Education (DfE)
- HMRC for income tax and national insurance contributions
- Salary sacrifice schemes
- Teachers' pension scheme / other pension providers
- Disclosure and Barring Service (DBS)
- Future employers / education providers

We also use a range of companies and software to store and process parts of your data. Some you may have heard of include:

- CPOMS
- Sistra Analytics
- Kerboodle
- Satchel One and Edulink
- Parent Pay
- SIMS
- Groupcall

We do this as required.

### KEEPING YOUR DATA SAFE

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Records Retention Policy which can be found on the Rutland and District Schools' Federation website.

[www.rutlandfederation.com/policies/](http://www.rutlandfederation.com/policies/)

### YOUR RIGHTS

You have the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you if there are errors.
- Ask for the erasure of information about you.
- Ask for our processing of your personal information to be restricted.
- Data portability.
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact: Oliver Teasel (Data Protection Officer) [oteasel@haringtonschool.com](mailto:oteasel@haringtonschool.com).

More information about your rights is available in our data protection policy.

I confirm that I have read the Data Protection Information leaflet

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_