



David Ross Education Trust

Broadening Horizons

Privacy Notice – Staff

Document Management Information

Applicable to:	All staff in all Academies and Central Support Services including individuals employed by the Trust, contractors and agency staff.
Dissemination:	The policy will be available to staff via the Trust's Policy Centre
Implementation:	Applicable to all DRET academies
Training:	On request

Review Frequency:



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1. Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how the Trust and its Academies use any personal data that is held about them. We, the David Ross Education Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

2. Document Purpose

- 2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals we employ, or otherwise engage, to work at our Academies and in our Head Office.

3. Definitions

- 3.1 **Trust** means all Academies within the David Ross Education Trust, as well as Head Office and central services.

- Financial information, such as 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 as part of the application process.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
- Performance information, such as capability and outcomes of any disciplinary and/or grievance matters.
- Work absence data, such as number of absences and reasons.
- IT access information, including data about your use of the school's information and communications system.
- Census information relevant to the School Work Force Census.
- Other, including copy of driving licence, photographs and CCTV footage

4.2.2 We may also collect, store and use information about you that falls into Special Categories of more sensitive personal data, as defined by the General Data Protection Regulation (UK GDPR). This includes information about:

- Race, ethnicity, religious beliefs.
- Sexual orientation and political opinions.
- Trade union membership.
- Health, including any medical conditions, and sickness records.
- Genetic or biometric data.

4.3 Why DRET uses this Data

4.3.1 The purpose of processing this data is to help the Trust and its Academies deliver outstanding education, including to:

- Enable individuals to be paid.
- Facilitate safer recruitment, as part of our safeguarding obligations towards students.
- Support effective performance management.
- Inform our recruitment and retention policies.
- Allow better financial modelling and planning.
- Enable ethnicity and disability monitoring.
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.



4.10 Biometric Data

- 4.10.1 At many of our Academies a biometric recognition system is used, for example for the purchase of food in the canteen. All such data collected will be processed in accordance with UK GDPR data protection principles and the Protection of Freedoms Act 2012.
- 4.10.2 Your written consent will be obtained before biometric data is taken and used, which is a mandatory requirement.
- 4.10.3 For more information about biometric data please refer to the ICO Guidance at the link below: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1092507/Biometrics_Guidance_July_2022.pdf.

4.11 Staff Rights

- 4.11.1 Staff have the right to:
- Ask for access to your personal information.
 - Ask for rectification of the information we hold about you.
 - Ask for the erasure of information about you.
 - Data portability i.e. have your personal information transmitted electronically to another organisation in certain circumstances.
 - Object to us processing your information.

4.12 How to Access Personal Information we Hold About you

- 4.12.1 Individuals have a right to make a Subject Access Request to gain access to personal information that the Trust or Academy holds about them. If you want to make a request, please contact your Academy Data Champion in the first instance or ask your Principal.
- 4.12.2 If you make a Subject Access Request and we do hold the requested information about you, we will:
- 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.
 - Respond without delay and within one month of receipt of the request.
- 4.12.3 More information regarding Subject Access Requests is detailed in the Trust Data Protection Policy.

