



## PRIVACY NOTICE – STAFF

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## REVISIONS

Version	Page/ Item No.	Description of Change	Approved On
1.0		First approval	13.02.2020
1.1	p.6/5	Amended registered address for OWN Trust	06.06.2022
1.2	p.7/7	Amended address for DPO at OWN Trust	11.05.2023

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OWN Trust is the employer for all schools within the Trust.

For the purposes of Data Protection legislation, OWN Trust is the Data Controller. This means it is in charge of personal data about you.

The Trust is registered with the Information Commissioner's Office and follows the principles of the General Data Protection Regulations.

This privacy notice covers all schools within the Trust.

In this policy 'we' and 'us' means OWN Trust.

### 1. Keep us up to date

It's important that you let us know if there are any changes to your situation or personal details. This is so that we can manage and protect you, your data and communicate with you safely and quickly.

Please let us know straight away if any of these change:

- Your name;
- Address;
- Phone number (including mobile);
- Personal email address.

We will contact you (and your emergency contacts) using the most recent address, email or phone number you have given us.

If you don't tell us promptly about a change in your details, you may not receive information that could be important – or it could fall into the wrong hands. We will communicate with you using your work e-mail address in the first instance, however if you are not at work for a period of time and you have provided a personal e-mail address we will use this for important messages that relate to you.

## 2. How we use your information

We process personal data relating to those we employ to work at OWN Trust. This is for employment purposes to assist in the running of the Trust and to enable individuals to be paid.

We process personal data relating to those who volunteer, or otherwise engage in a volunteering capacity, within OWN Trust. This is necessary to adhere to our statutory requirements for Keeping Children Safe in Education.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, gender, nationality, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment that you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

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

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / OWN Trust

to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

### 3. How we share your information with third parties

We treat all information we hold about you private and confidential to our organisation. We will not reveal any personal details concerning you to anyone not connected with OWN Trust or listed below unless:

- You ask us to provide information, or we have your consent to do so;
- We are required or permitted to do so by law;
- It is required by law enforcement;
- There is a duty to the public to reveal the information, e.g. regulatory bodies, tax authorities, the Department for Education or the Education Skills Funding Agency.

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

- our Local Authority;
- the Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector;
- enabling development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring;
- supporting the work of the School Teachers' Review Body.

If you require more information about how we, local authorities and the DfE store and use your personal data please visit:

<https://www.peterborough.gov.uk/council/council-data/data-protection-privacy-notice/>

We disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

We disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

We disclose details about you including your personal details and national insurance number, medical and absence information, salary and remuneration, and details of any HR processes you may be subject to, to our HR provider for the purposes of HR management.

We share your personal details, including contract details, and medical and absence information with our Occupational Health Provider for the purposes of sickness absence management.

We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you.

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the Teacher Pension Scheme (TPS), for support staff the scheme is the Local Government Pension Scheme (LGPS).

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract;
- The disclosure is necessary for the performance of a legal obligation to which OWN Trust is subject, for example our legal duty to safeguard pupils;
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

Additional third party disclosures can be found within our Data Protection Policy. We use a selection of cloud hosted solutions throughout the Trust to provide educational services. We only use providers who have a GDPR policy, have undertaken a self-certification process and are on the DfE's approved cloud services list. We will only use cloud services where we can be confident that our data is processed within the UK or EU and subject to the GDPR requirements. The latest version of the policy can be downloaded from our website – [www.own-trust.education](http://www.own-trust.education)

## 4. How long we keep your personal information

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 Data Retention Policy which can be found on our website – [www.own-trust.education](http://www.own-trust.education)

## 5. Your rights

Information about you will be held by us in both paper form and on our IT systems and will be kept in line with our retention procedures.

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, please contact the Data Protection Officer at OWN Trust, by email [dpo@own-trust.education](mailto:dpo@own-trust.education) or write to Data Protection Officer, OWN Trust, t/a Woodston Primary School, Celta Road, Peterborough, PE2 9ER.

We will need to see proof of identity to ensure we are not releasing data to the wrong person.

There may be a small charge for this service – if so, we will make this clear.

You also have the right to:

- ask us to correct any information we have about you if you think it is wrong;
- ask us to erase information about you (although we may have good reasons why we cannot do this);
- ask us to limit what we are doing with your information;
- object to what we are doing with your information;
- ask us to transfer your information to another organisation in a format that makes it easy for them to use.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

More information about your rights is available in our Data Protection Policy which is available on OWN Trust website. A paper copy can also be requested from the HR representative in your school.

## 6. Automated Decision Making Processes

We do not employ any automated decision-making processes within our trust. If we did, you would have the right to:

- Give written notice requiring us to not take any automated decision using your personal data;
- Be informed of when an automated decision is taken;
- Ask us to reconsider a decision taken by automated means

If, in the future, we move to using automated decision-making processes, we will notify you of this and of your rights under the regulations.

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office Wycliffe House  
Water Lane Wilmslow Cheshire SK9 5AF  
Tel: 0303 123 1113 (local rate)  
or 01625 545 745 if you prefer to use a national rate number.

## 7. Contact

There is more information in our Data Protection Policy which can be downloaded from our website – [www.own-trust.education](http://www.own-trust.education)

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer at OWN Trust, by email [dpo@own-trust.education](mailto:dpo@own-trust.education) or write to Data Protection Officer, OWN Trust, Woodston Primary School, Celta Road, Peterborough, PE2 9ER.