



Privacy Notice for DoNESC Staff

Who processes your data?

DoNESC is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Hannah Monk, Head of Governance is the Data Protection Officer for DoNESC. The DPO role is to oversee and monitor the Trust's data processing practices. You can contact the DPO on governance@donesc.org or 01603 550150.

Where necessary, third parties, such as the payroll provider, may be responsible for processing staff members' personal information. Where this is required, the Trust places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g., name, employee or teacher number, address, NI number.
- Characteristics information – e.g., gender, age, ethnic group.
- Trade Union Membership e.g., direct debit of membership fees from salary.
- Relevant medical information e.g., pre-existing health conditions.
- Disclosure and Barring information e.g., prohibition checks.
- Payroll information including bank account details.
- Contract information – e.g., start date, hours worked, post, roles and salary information.
- Work absence information – e.g., number of absences and reasons for absence.
- Performance management information e.g., annual appraisal forms.
- Qualifications and, where relevant, the subjects taught.

This list is not exhaustive. To access the current list of information the Trust processes, please see the electronic Data Information Asset Register – available on request.

Why do we collect and use your information?

Under the UK General Data Protection Regulation (UK GDPR) DoNESC has the legal right and a legitimate interest to collect and process personal data relating to those we employ.

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes under Article 6 of the GDPR are:

- Contractual.
- Legal obligations placed on the Trust.
- Vital interests so that processing is necessary to protect someone's life.
- Duties placed on a public authority processing data to perform a public task e.g., to educate and safeguard children.

In addition, concerning any special category data:

- To inform and support our Equal Opportunity policy and procedures.
- To comply with the Public Sector Equality Duty.

We also process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement.
- Academy's legal framework.
- Safeguarding Vulnerable Groups Act 2006.
- The Childcare (Disqualification) Regulations 2009.

- Public Sector reporting requirements including monitoring of equal opportunities.

Staff members' personal data is also processed to:

- assist in the running of the company.
- enable individuals to be paid.
- enable the development of a comprehensive picture of the workforce and how it is deployed.
- inform the development of recruitment and retention policies.
- inform financial planning and modelling.

If staff members fail to provide their personal data, there may be significant consequences. This includes the following:

Employment checks

Failure to provide DoNESC with ample proof of a right to work in the UK will prevent employment.

Employees found to be working illegally could face prosecution by law enforcement officers.

Salary requirements

Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.

Discretionary leave of absence/emergencies/unpaid leave

Failure to provide accurate contact data and completion of record of requests for unpaid leave could impact on LGPS pensionable services and options for making up lost contributions. It could also impact on paid sick leave and/or statutory sick pay if accurate personal data is not provided.

Additional Employment

Failure to provide DoNESC with accurate personal data on any additional work undertaken outside the employee's contract of employment with the company could lead to a breach of the Code of Conduct resulting in disciplinary action.

Compliance with company policies

Failure to provide DoNESC with accurate personal data required under company policies and procedures, including investigations into staff conduct, could lead to disciplinary action against the staff member.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms.
- Pre employment check list and contract.
- Fit notes and medical reports such as occupational health.
- Reference requests.
- Passport ID or other Right to Work documentation.
- Written feedback on performance management.

Whilst most information you provide to us is mandatory, some of it is requested on a voluntary basis. Use of staff images at company/Trust/academy training events, staff photographs with classes or at sports/curriculum/celebration events may also be used and shared on the academy/Trust/company social media accounts as well as the academy website and prospectus. We keep a record of your consent (see below) on your personnel files. Consent is not required to hold a copy of your digital image as proof of identity to fulfil Safer Recruitment requirements and Keeping Children Safe in Education. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

Your personal information is retained in line with the Data Retention Policy, a copy can be provided on request. Further information on how we securely store data see the Data Protection Policy and the Online Safety Policy.

Who do we share your information with?

We may share your information with:

- DNEAT and St Benet's MAT
- The Local Authority (Norfolk and Suffolk)
- Our payroll provider
- The Department for Education

Why do we share your information?

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

All information we share with third parties is transferred securely and subject to contractual agreement to maintain high standards of security and conduct.

How to find out what personal information DoNESC holds about you.

Under the UK GDPR, you have the right to ask the Trust:

- for access to information about you that they hold.
- to have your personal data rectified, if it is inaccurate or incomplete.
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- to restrict processing of your personal data (i.e. permitting its storage but no further processing).
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

To exercise these rights, you should make a subject access request – see the Data Protection Policy for more information or contact the Data Protection Officer.

If you are concerned about the way we are collecting or using your information, please raise your concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where DoNESC processes your personal data with consent specific to use of digital images as noted in the consent form below, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how DoNESC uses your personal data, you should let us know by contacting the Data Protection Officer.

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Diocese of Norwich
Education
Services Company

Declaration

I declare that I understand:

- The categories of my personal information DoNESC collects and uses.
- DoNESC has a lawful basis for collecting and using my personal information.
- DoNESC may share my information with the DfE, LA and other stated organisations.
- DoNESC does not share information about me with anyone without my consent, unless the law and our policies allow us to do so.
- My information is retained in line with the Data Retention policy and procedures.
- My rights to the processing of my personal information.

Name of staff member:	
Signature of staff member:	
Date:	

I give/do not give consent for DoNESC to use my images at Company/Trust/academy training events and at celebration events. I understand DoNESC may share these images on the Trust/academy social media account and prospectus.

Signature of staff member:	
Date:	