



Pennine Academies Yorkshire

Privacy Notice – Workforce

1. Scope

1.1. Under data protection law, individuals have a right to be informed about how the Trust or its Academies uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data. This privacy notice explains how we collect and use personal data about our workforce, in line with the requirements of UK GDPR (United Kingdom General Data Protection Regulation).

2. Responsibilities

- 2.1. The Trust Data Protection Officer is responsible for ensuring that this notice is made available to data subjects prior to Pennine Academies Yorkshire and its Academies collecting/processing their personal data.
- 2.2. Pennine Academies Yorkshire and its Academies who interact with data subjects are responsible for ensuring that this notice is drawn to the data subject's attention and where necessary their consent to the processing of their data is secured.
- 2.3. The personal data collected is essential, in order for the Trust and its Academies to fulfil its official functions and meet legal requirements.

3. Privacy Notice

3.1. Who are we?

Pennine Academies Yorkshire is a Multi Academy Trust that operates across Bradford. Our group encompasses provision across Primary schools.

3.2. Key Contact?

Data Protection Officer: David Summerscales

Email: gdpr@pay.org

Telephone: 07904659903

3.3. The categories of personal data that we collect, process, hold and share includes:

- Personal information (such as name, employee or teacher number, national insurance number)
- Characteristics information (such as gender, age, ethnic group)
- Contract information (such as start date, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)

Personal data type	Source (where Pennine Academies Yorkshire and it's Academies obtained the personal data from if it has not been collected directly from you, the data subject. Note if the personal data has been accessed from publicly accessible sources):
<ul style="list-style-type: none"> ● Contact details ● Date of birth, marital status and gender ● 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 an application form and covering letter as part of the application process ● Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships ● Performance information ● Outcomes of any disciplinary and/or grievance procedures ● Absence data ● Driving licence number, vehicle details, motor insurance certificate and MOT & Tax details. ● Photographs ● CCTV footage ● Data about your use of the school's information and communications system ● Video footage 	<p>Pension information from Teachers' Pensions or LGPS provider</p> <p>Tax code information from HMRC</p> <p>References from referees</p> <p>MOT and tax details available publicly on gov.uk website</p>
Special categories of sensitive personal data	
<ul style="list-style-type: none"> ● Race, ethnicity, religious beliefs, sexual orientation and political opinions ● Trade union membership ● Health, including any medical conditions, and sickness records 	<p>External OHU provider, previous employer for sickness records</p>

3.4. The personal data we collect will be used for the following purposes:

- To manage HR records
- To manage payroll and pensions
- To manage employment relations

- To provide support, training and development
- To assess the quality of our services
- To keep children safe and protect welfare (food allergies, or emergency contact details)
- To meet the statutory duties placed upon us for DfE data collections
- To carry out research
- To comply with the law regarding data sharing
- To manage compliments and complaints

3.5. Data sharing

We sometimes need to share the personal information we process with the individual themselves, and also with other organisations. Where this is necessary we are required to comply with all aspects of the UK GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- Local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns and exclusions
- The Department for Education
- Regulators (such as Ofsted)
- Family, associates and representatives of the person whose personal data we are processing
- Professional advisers
- Current, past or prospective employers
- Educators and examining bodies
- Trade, employer and professional organisations
- Trade unions and staff associations
- Voluntary and charitable organisations
- Healthcare, social and welfare organisations
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Financial organisations
- Survey and research organisations
- Persons making and enquiry or complaint
- Local and central government
- Security organisations
- Police forces, prison and probation services, courts and tribunals
- Information System Providers (such as Management Information Systems, Virtual Learning Environments and Third Party e-learning Applications, Catering Services Systems).
- Employment or recruitment agencies

We do not share information about our workforce with any third party without consent unless the law and our policies allow us to do so.

3.6. International Transfers

A small number of data processors used by the Trust and its academies are based outside the UK and so their processing of your personal data will involve a transfer of data outside the UK. These processors are predominantly applications and information systems used by the academies to further pupil's learning. Some

UK based processors may also use sub-processors (such as cloud service providers) which are located outside of the UK.

Whenever we transfer your personal data out of the UK, the Trust will ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented:

- a. We will transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission or Secretary of State.
- b. Where we use certain service providers who are outside of the adequacy regime, we will use standard data protection clauses approved by the Secretary of State which give personal data the same protection it has in the UK.

3.7. The lawful basis for processing personal data we rely on are:

Pennine Academies Yorkshire and its Academies only collect and use employee personal data when the law allows. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest
- We need it to fulfil a contractual obligation

Less commonly, we may also process employee personal data in situations where:

- We have obtained consent to use it in a certain way
- We need to protect the individuals vital interests (or someone else's interests)
- To pursue a legitimate interest

Legitimate interests

As a public authority, we cannot rely on legitimate interests for any processing that we perform in respect of our tasks as a public authority. However, due to the nature of our organisation there will be instances where we have other legitimate purposes outside the scope of our tasks as a public authority. In such instances we will consider legitimate interests where appropriate.

Where we have obtained consent to use employee personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

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

3.8. Storage and Retention of Data

Pennine Academies Yorkshire and its Academies will process personal data whilst you are an employee and will store the personal data for a number of years. The retention period for different classifications of personal data has been established in line with information management guidelines. Please refer to the Data Protection & Storage Policy for data retention periods.

3.9. Your rights as a data subject

Individuals have a right to make a subject access request to gain access to personal information that the Trust holds about them.

- The right to be informed: Individuals have the right to be informed about the collection and use of their personal data
- The right of access: Individuals have the right to access their personal data
- The right to rectification: Individuals have the right to have inaccurate personal data rectified, or completed if it is incomplete.
- The right to erasure: Individuals have the right to have personal data erased (also known as the right to be forgotten)
- The right to restrict processing: Individuals have the right to request the restriction or suppression of their personal data in certain circumstances.
- The right to data portability: This right allows individuals to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, without affecting its usability
- The right to object: individuals have the right to object to the processing of their personal data in certain circumstances and an absolute right to stop their data being used for direct marketing.
- Rights in relation to automated decision making and profiling: Automated individual decision making (making a decision solely by automated means without any human involvement) and profiling (automated processing of personal data to evaluate certain things about an individual) are restricted

All of the above requests will be forwarded should there be a third party involved in the processing of your data.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long it will be kept for
- Explain where we got it from, if not you or your child
- Tell you who it has been, or will be, shared with
- Give you a copy of the information in an intelligible form
- Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances

3.10. Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Right to judicial review: in the event that Pennine Academies Yorkshire or its Academies refuses your request under rights of access, we will provide you with a reason as to why.
- You have the right to complain as outlined in clause 3.11 below.
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights please contact our Data Protection Officer.

3.11. Complaints

In the event that you wish to make a complaint about how your personal data is being processed by Pennine Academies Yorkshire or how your complaint has been handled you have the right to lodge a complaint with our Data Protection Officer or the supervisory authority.

Contact details are as follows:

	Supervisory authority contact details	DPO contact details
Contact Name:	Information Commissioner's Office	David Summerscales
Address line 1:		Pennine Academies Yorkshire
Address line 2:		Hollingwood Primary School
Address line 3:		Hollingwood Lane
Address line 4:		Bradford
Address line 5:		BD7 4BE
Email:	https://ico.org.uk/make-a-complaint/	gdpr@paymat.org
Telephone:	0303 123 1113	07904659903