

## Privacy Notice (How we use workforce information)

The Aspire Educational Trust is the data controller for the use of personal data in this privacy notice.

This privacy notice advises employees, self-employed staff and/or consultants and volunteers of the trust's data protection responsibilities on the collection and processing of their personal information.

We collect and process your personal data to assist in the running of the trust and its schools and to manage the employment relationship of, or otherwise manage, those who are engaged to work or perform services for us.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### The categories of school information that we process

These include:

- Personal information (such as name, date of birth, address, e-mail, telephone number, teacher number, national insurance number, details of medical and health conditions, emergency contact details)
- Permitted details of employment checks (such as DBS number, right to work information, visa details, copy of identity and qualification check documents, information about a criminal record)
- Characteristics information (such as gender, age, marital status, sexual orientation, religious belief, ethnic group, nationality, country of birth, disability status)
- Contract information (such as start date, hours worked, employee number, post, roles, salary and benefits, bank details, pension details, work experience and employment history)
- Work absence information (such as details of periods of leave taken by you, such as holiday, sickness, maternity/paternity leave or other leave and the reasons)
- Personnel records (such as qualifications and skills, appraisal information, records of reasonable adjustments, disciplinary or grievance records, occupational health records)

This list is not exhaustive, to access the current list of categories of information we process please see the school's current data map and trust data asset register, available on request from the school office. Contact details are available on the school website or alternatively e-mail the trust's data protection officer [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

### Why we collect and use workforce information

We use workforce data to:

- a) Enable the development of a comprehensive picture of the workforce and how it is deployed
- b) Inform the development of recruitment and retention policies
- c) Ensure effective general HR and business administration

#### A - Aspiration

We aspire to lead the way and achieve success for all

#### B - Believe

We have faith and confidence in the Trust our schools our colleagues and ourselves

#### C - Community

We work as a team - getting stuck in getting the job done!

- d) To pay staff in accordance with their contract and to administer benefit, pension and insurance entitlements
- e) Facilitate safe recruitment
- f) Support the effective performance management of staff.
- g) Allow better financial modelling and planning
- h) Enable ethnicity and disability monitoring
- i) To keep staff safe
- j) To meet the statutory duties placed upon us by the Department for Education (DfE)
- k) To demonstrate the work of the trust and its schools
- l) To comply with our legal obligations as an employer

Under the UK General Data Protection Regulations (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- for the purposes of (a), (b), (c), (f), (g) and (h) in accordance with the legal basis of Public task: collecting the data is necessary to perform tasks that the trust and its schools are required to perform as part of their statutory function
- for the purpose of (d) in accordance with the legal basis of Contract: collecting the data is necessary to fulfil contracts of employment
- for the purpose of (e) in accordance with the legal basis of Legal obligation: carrying out safer recruitment checks and collecting and holding criminal record checks
- for the purpose of (i) in accordance with the legal basis of Vital interest: to keep workforce safe (food allergies, medical conditions)
- for the purposes of (j) in accordance with the legal basis of Legal obligation: data collected for the Department of Education (DfE) workforce census. Data is also collected to comply with health and safety, safer recruitment, tax laws and our duties in relation to individuals with disabilities and protected characteristics
- for the purpose of (k) in accordance with the legal basis of Consent: to use your personal data such as your image on our website, on our social media and in publications to promote the work of the trust and its schools
- for the purpose of (l) in accordance with the legal basis of Legal obligation.

In addition, concerning any special category data:

- In the case of racial or ethnic origin, religious beliefs, biometric information, health information, and information about orientation: condition (a) of [UK GDPR – Article 9](#): the data subject has given explicit consent;
- In the case of an emergency situation: condition (c) of [UK GDPR – Article 9](#) : processing is necessary to protect the vital interests of the data subject;
- In the case of information about health or medical conditions: condition (h) of [UK GDPR – Article 9](#) : processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee;
- In the case of legal claims: condition (f) of [UK GDPR – Article 9](#): processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

- In the case of information about health or medical conditions; condition (i) of [UK GDPR – Article 9](#): processing is necessary for reasons of public interest in the area of public health;

In the case of information relating to criminal offences: the trust has a legal obligation under employment law to conduct DBS checks and relies on paragraph 1 – the employment condition of Schedule 1 of the Data Protection Act 2018 to process this data.

## Collecting workforce information

We may collect your personal data in a variety of ways. For example, data might be collected through:

- Application forms
- Your passport or other identity documents, such as your driving licence.
- From third parties such as former employers, the Disclosure and Barring Service (DBS) in carrying out safeguarding checks.
- Forms completed by you at the start of or during your employment or engagement with us.
- Correspondence and communication with you.
- Interviews, meetings or other assessments.

Workforce data is essential for the trust and its schools' operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, 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 in this.

## Storing workforce information

We hold data securely for the set amount of time shown on our data retention schedule in the AET Records Management Policy. We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected. We will keep certain information after you have left the school.

For more information on our data retention schedule and how we keep your data safe, please visit our data protection policies under the policies link available [HERE](#) on The Aspire Educational Trust's website .

We take the security of your personal data very seriously. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so, based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## Who we share workforce information with

We routinely share this information with:

- The Department for Education (DfE)
- Aspire Educational Trust
- The Trust's external auditors
- The Local Authority

In addition to the above, we regularly share information with a number of contracted third parties in order to fulfil the contract we have with you and to carry out our public task of running the trust and its schools safely and effectively. A list of these third-party processors can be found on our current data map and data asset register. These documents are available on request from the school office or alternatively e-mail the trust's data protection officer [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

## Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so. Personal data is transferred using secure methods such as encryption.

We share workforce data with the DfE on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

In addition, we have contracts with third parties for services such as payroll and occupational health or as part of cloud-based storage applications for the purpose of securely holding and protecting your data. Before entering into a contract, we ensure that adequate policies and security measures are in place.

## Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

## Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the school's principal (contact details can be found on the website) or the trust's data protection officer at [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk)

You also have the right to:

- to ask us for access to information about you that we 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 our 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

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

## Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school's principal (contact details can be found on the website) or the trust's Data Protection Officer at [dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk).

## Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 1<sup>st</sup> February 2023.

## Contact

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

**Trust's administrator A. Broadhurst** or **the Trust's Data Protection Officer L. Treadway**

The Aspire Educational Trust  
c/o Ash Grove Academy  
Belgrave Road  
Macclesfield  
SK11 7TF

[dpo@aet.cheshire.sch.uk](mailto:dpo@aet.cheshire.sch.uk)  
[ltreadway@aet.cheshire.sch.uk](mailto:ltreadway@aet.cheshire.sch.uk)

Tel. 01625 919610

## How Government uses your data

The workforce data that we lawfully share with the DfE through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

## Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Sharing by the Department

The Department may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

## How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>