GREENHEART
LEARNING PARTNERSHIP

Privacy Notice
Partnership Workforce

Signed off by Trust Board meeting dated: July 2024

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our partnership uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage to work at our academies.

Our partnership, (Greenheart Learning Partnership) is the 'data controller' for the purposes of UK data protection law.

Ground floor

Unit 7 Newlands Court

Attwood Road

Burntwood

WS7 3GF

Telephone; 01543 756340

Email; glpdpo@greenheartlearning.org

Our data protection officer is The Information Governance Team (Staffordshire County Council) using the below contact details:

(see 'Contact us' below).

Data Protection Officer

Information Governance Unit

Staffordshire County Council

2 Staffordshire Place

Stafford

ST16 2DH

Email: dpo@staffordshire.gov.uk

Please cc: glpdpo@greenheartlearning.org

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- 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 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
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving licence
- CCTV Images captured on Partnership Premises
- Use of internet and ICT resources on academy services and devices
- Biometric data in some settings (for cashless catering)
- Health and safety related data in relation to Accidents and incidents
- Photographs

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

a) Enable you to be paid and receive benefits

b) Enable us to fulfil our contractual obligations
c) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
d) Fulfill obligations under safeguarding and health and safety legislation
e) Facilitate Claims from insurance policies
f) Support effective performance management
g) Inform our recruitment and retention policies
h) Allow better financial modelling and planning
i) Enable equalities monitoring
j) Improve the management of workforce data across the sector
k) Support the work of the School Teachers' Review Body
l) Enable us to undertake the workforce census as required by the DfE
m) Support due diligence work with other Trusts
n) As part of the completion of returns and external and internal audit works

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, if present, or by contacting us (see 'Contact us' below).

Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

Depending on the purpose, our use of your information will be legal due to one of the following;

- In accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school as set out here:
- In accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:
- In accordance with the 'consent' basis – we will obtain consent from you to use your personal data
- In accordance with the 'vital interests' basis – we will use this personal data in a life-or-death situation

- In accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- In accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason, including:

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

6. How we store this data

We keep personal information about you while you work at our school. We may also keep it beyond your employment at our school if this is necessary. Our record retention policy sets out how long we keep information about staff.

The partnerships record and retention policy can be located on the partnerships SharePoint site or the Partnerships Website.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

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

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with; (the following list is not exhaustive)

- Our local authorities to meet our legal obligations to share certain information with it, such as safeguarding concerns.
  - Birmingham City Council,
  - Walsall County Council
  - Staffordshire County Council
- Government departments or agencies
- Our Regulator
- Suppliers and service providers:

- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals

Transferring data internationally

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

8. Your rights

Under data protection legislation, individuals have the right;

- to be informed
- of access
- of rectification
- of erasure, only where there is no compelling reason for its continued processing
- to restrict processing (i.e. permitting its storage but no further processing)
- to data portability
- to object
- not to be subject to decisions based purely on automated decision making/profiling
- to complain or raise a concern

You have the right to withdraw consent at any time by contacting the Headteacher of your school

To make a Subject Access Request for your personal information, or be given access to your child's educational record, contact the Headteacher of your school

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the school in the first instance via the headteacher.

You can also contact the Information Commissioner's Office at https://ico.org.uk/concerns/

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/make-a-complaint/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school in the first instance. Our data protection lead has day-to-day responsibility for data protection issues across our Partnership, please contact:

Philip Scott

Greenheart Learning Partnership

Ground Floor, Unit 7, Newlands Court

Attwood Road

Burntwood

WS7 3GF

Telephone; 01543 756340

Email; glpdpo@greenheartlearning.org