



Privacy Notice
Staff Privacy Notice to comply with GDPR Legislation

Policy Reviewed and Adopted by Trustees :

Date Approved: September 2018
Next Review: September 2020

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I. WHAT IS THE PURPOSE OF THIS DOCUMENT?

Durham Martyrs' Multi-Academy Trust (St Leonard's Catholic School), hereafter referred to as "the Trust" is committed to protecting the privacy and security of personal information pertaining to all employees. This privacy notice describes how we collect and use personal information about you in accordance with the General Data Protection Regulation (GDPR) and relevant regulations (including the Privacy and Electronic Communications Regulations (PECR)) during and after your relationship with us.

The Trust is a "data controller". This means that we are responsible for deciding how we hold and use your personal information. We are required under data protection legislation to notify you of the information contained in this privacy notice.

This notice applies to all employees of Durham Martyrs' Multi-Academy Trust but does not form part of any contract with you. We may update this notice at any time. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about visitors and guests, so that you are aware of how and why we are using such information.

2. DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about you must be:

- a) Used lawfully, fairly and in a transparent way.
- b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c) Relevant to the purposes we have told you about and limited only to those purposes.
- d) Accurate and kept up to date.
- e) Kept only as long as necessary for the purposes we have told you about.
- f) Kept securely.

There are "special categories" of more sensitive personal data which require a higher level of protection such as medical information.

3. WE MAY COLLECT, STORE AND USE THE FOLLOWING CATEGORIES OR DATA ABOUT YOU:

- a) Personal information, for example: name, teacher number, national insurance number and proof of identity
- b) Contact, and emergency contact details, for example: email addresses, telephone numbers, postal addresses and emergency contact numbers.
- c) CCTV footage captured on site.
- d) Photographs and video footage, for example: photos taken during events hosted by the Trust
- e) Contract information, for example: start dates, hours worked, pay scale
- f) Work absence information and medical information
- g) Qualifications

4. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about you from that which is provided to us by yourself. Whilst the majority of the information is mandatory, some of it may be voluntary. We will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

5. HOW WE WILL USE INFORMATION ABOUT YOU

We will only use personal information relating to you when the law allows us to. Most commonly, we will use such personal information in the following circumstances:

- a) Where we need to pay for as detailed in your contract.
- b) Where we need to comply with a legal obligation.
- c) Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.
- d) Where you have given a freely given, specific, informed and unambiguous consent to the processing of your personal information for one or more specific purposes.

- e) To support effective performance management
- f) To enable the development of a comprehensive picture of the workforce and how it is deployed
- g) To inform the development of recruitment and retention policies
- h) To invest in appropriate CPD opportunities
- i) To allow better financial modelling and planning

We may also use your personal information in the following situations, which are likely to be rare:

- a) Where we need to protect your interests (or someone else's interests).
- b) Where it is needed in the public interest or for official purposes.

6. SITUATIONS IN WHICH WE WILL USE YOUR PERSONAL INFORMATION

With reference to the grounds set out in the list above, we will share your personal information when needed for complying with safeguarding obligations for example to report a concern to Children's Services. We may also have to disclose your information to third parties such as courts, the local authority or the police where legally obliged to do so.

7. WHERE YOU HAVE GIVEN A FREELY GIVEN, SPECIFIC, INFORMED AND UNAMBIGUOUS CONSENT TO THE PROCESSING OF YOUR PERSONAL INFORMATION FOR ONE OR MORE SPECIFIC PURPOSES

- a) Taking and displaying photographs and video footage of you which may be published on the Trust website or other social media which promote the Trust.
- b) Where you have given consent to be contacted in a marketing or promotional capacity.

8. WHERE IT IS NECESSARY FOR OUR LEGITIMATE INTERESTS (OR THOSE OF A THIRD PARTY) AND YOUR INTERESTS AND FUNDAMENTAL RIGHTS DO NOT OVERRIDE THOSE INTERESTS.

- a) Processing data on CCTV to ensure the site is safe, this will include the storage of images on CCTV footage.
- b) Processing individual information on all trips for booking and insurance purposes.
- c) Subscription to e-newsletters and all other relevant electronic communications.

9. MAINTAINING AND UPDATING CONTACT DETAILS

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal information. For example, if you fail to provide personal information when requested, we may not be able to perform the contract entered into with you. Similarly, we may be prevented from complying with our legal obligations such as to ensure the health and safety of pupils/students and other guests and visitors on site.

10. CHANGE OF PURPOSE

We will only use your personal for the purposes for which we collect it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so. Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

11. HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

"Special categories" of particularly sensitive personal information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information.

12. OUR OBLIGATIONS

The Trust may hold special category data relating you in certain circumstances. If we do we may use it in the following ways:

- a) In limited circumstances with your consent.
- b) Where the processing is necessary for reasons of substantial public interest.
- c) To protect the vital interests of any person where that person cannot give consent.
- d) In the exercise or defence of a legal claim.

13. DO WE NEED YOUR CONSENT?

We may approach you for your written consent to allow us to process certain particularly sensitive personal data about you. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent. You should be aware that, in accordance with our written policy document, there are circumstances permitted by law where we may use particularly sensitive personal data without your consent.

14. DATA SHARING

We may have to share your personal information with third parties, including third-party service providers and other entities in the Durham Martyrs' Multi-Academy Trust, the Diocese of Hexham and Newcastle, the Department for Education and Durham Local Authority. We require third parties to respect the security of your data and to treat it in accordance with the law.

15. WHY MIGHT WE SHARE YOUR PERSONAL INFORMATION WITH THIRD PARTIES?

We will share your personal information with third parties where required by law, where it is necessary to administer a contract with you or where we have another legitimate interest in doing so.

16. HOW SECURE IS MY INFORMATION WITH THIRD-PARTY SERVICE PROVIDERS AND OTHER ENTITIES IN THE TRUST?

All our third-party service providers and other entities in the Durham Martyrs' Multi-Academy Trust are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

17. TRANSFERRING INFORMATION OUTSIDE THE EU

We will not normally transfer your personal information outside the EU. In circumstances where we do this we will only transfer the data to a country where you can expect a similar degree of protection in respect of personal information.

18. DATA SECURITY

We have put in place measures to protect the security of your personal information. Details of these measures are available upon request. Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure. 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. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

19. DATA RETENTION

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal

data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you. We will retain and securely destroy your personal information in accordance with our data retention policy and/or applicable laws and regulations.

20. RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your relationship with us. Under certain circumstances, by law you have the right to:

- a) Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- b) Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- c) Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- d) Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Data Protection Officer in writing at dpo@st-leonards.durham.sch.uk

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

21. WHAT WE MAY NEED FROM YOU

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

22. RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact our Data Protection Officer at dpo@st-leonards.durham.sch.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

23. DATA PRIVACY MANAGER

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer at dpo@st-leonards.durham.sch.uk. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

24. CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact our Data Protection Officer dpo@st-leonards.durham.sch.uk.