



EBOR ACADEMY TRUST

Policy Number

19B

(GDPR)
**Privacy Notice for Employees of
Ebor Academy Trust**

Signed: _____

Dated: May 2018

Review Period: Annually (by DPO)

Review Date: May 2019

Who processes your information?

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

Pat Dubas is the Academy Trusts Data Protection Officer. The role is to oversee and monitor the school's data processing practices. This individual can be contacted by phone on 01904 553404 or email: dpo@ebor.academy.

Why do we need your information?

Ebor Academy Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ or those otherwise contracted to work within the Trust. We 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 Trust Funding Agreement
- Academy Trusts legal framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

Employees' personal data is also processed to assist in the running of the Trust, and to enable individuals to be paid or to be contacted if required.

If employees fail to provide their personal data, there may be significant consequences, including the failure to pay salaries or failure to meet legal compliance. Employees' personal data is only sought from the data subject. No third parties will be contacted to obtain employees' personal data without the data subject's consent unless the law requires the Trust to do so.

In accordance with the above, employees' personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements or expenses
- Legislative compliance
- Safeguarding and Safer Recruitment requirements
- Monitoring and performance management purposes
- Workforce planning
- HR administration and processes

How your information is shared

Ebor Academy Trust will internally share your personal data and information with relevant internal leaders to support the smooth running and ongoing development of the Trust and its employees. Ebor Academy Trust will also share your personal information with DFE and Ofsted in line with statutory requirements.

Where data and information is shared, this is:

- To enable the management of workforce data across the sector.
- To enable the development of a comprehensive picture of the workforce and how it is deployed.
- To allow better financial modelling and planning.
- To enable ethnicity and disability monitoring.
- To support the work of the school teachers' review body.

Data obtained directly from third parties

Where necessary, third parties may be responsible for processing Employees' personal information. Where this is required, the Trust places data protection requirements on third party processors to ensure data is processed in line with Employees' privacy rights, information regarding third parties can be found in the Ebor Academy Trust Compliance Agreement for Suppliers available via <http://www.eboracademytrust.co.uk/policies/>

How long is your data retained for?

Employees' personal data, including third party data, will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be kept indefinitely. Retention will be in line with the Ebor Academy Trust Records Management Policy which is available via <http://www.eboracademytrust.co.uk/policies/>

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data that Ebor Academy Trust holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Employees have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how Ebor Academy Trust processes their personal data if they are not satisfied with the handling of their data.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, <http://www.eboracademytrust.co.uk/policies/> or the ICO website: <https://ico.org.uk>