



# Privacy Notice

## Workforce

### How we use school workforce information

The Compass Partnership of Schools trading as Compass Eko Trust is a Data Controller as defined in the United Kingdom General Data Protection Regulations (UK GDPR). We collect personal information about you for the following purposes:

- To enable the development of a comprehensive picture of the workforce and how it is deployed
- To inform the development of recruitment and retention policies
- To enable individuals to be paid
- To maintain accurate and up-to-date employment records, including contractual details, disciplinary and grievance processes
- To maintain employee absence and leave records (including sickness, maternity, paternity adoption)
- To comply with the law regarding data processing and sharing
- To maintain and promote equality in the workplace
- To respond to and defend against legal claims

### The lawful basis on which we process this information

The lawful bases for processing are set out in Article 6 of the UK GDPR. We ensure that at least one of these lawful bases apply before we collect and process your personal information:

- **Consent:** you have given clear consent for us to process your personal data for a specific purpose.
- **Legal obligation:** the processing is necessary for us to comply with the law.
- **Contract:** the processing is necessary for a contract we have with the you, or because you have asked us to take specific steps before entering into a contract.
- **Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

In the case of special category data, such as race, ethnic origin or health, processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by UK law or a collective agreement pursuant to UK law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

## Collecting this information

We collect personal information via application forms, staff new starter forms and change of address forms.

Workforce data is essential for the Multi-academy Trust's 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.

The categories of information we collect and hold include:

- personal information (such as name, employee or teacher number, national insurance number, contact information)
- 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)
- Details of any disciplinary or grievance procedures which you have been involved in
- Assessments of your performance (such as appraisals, performance reviews, and related correspondence)
- Financial information such as bank details, payment and deduction history
- Information about your criminal records
- Relevant medical or health conditions
- CCTV footage
- Information related to your use of the Trust IT systems

## Storing this information

We will safely and securely store your personal information for a specified length of time (retention period). These retention periods are defined in our Data Protection Policy, available from our website ([compass-partnership.uk](http://compass-partnership.uk)). We will also inform you of the retention period when we ask you for the data.

## Who do we share this information with and why?

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

We are required by law to pass some information about you to the Department for Education (DfE), HMRC and the Local Authority. We also use several external contractors to enable the day to day business functions of the Trust.

## 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 your school office directly. You also have the right to:

- Obtain a copy of any data we hold about you for your own purposes
- be informed about the collection and use of your personal data.
- object to processing of personal data that is
  - processed based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling)
  - for the purpose of direct marketing
  - processed for purposes of research and statistics
- in certain circumstances, have inaccurate or unnecessary personal data rectified, blocked, erased or destroyed, or to restrict the processing of this data
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means

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/>

## Further information

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

[Dpo@compassps.uk](mailto:Dpo@compassps.uk)

We are Compass Partnership of Schools trading as Compass Eko Trust. The Trust is the Data Controller as defined in Data Protection Legislation.