



## **Privacy Notice for Third Party Workers**

### **How we use your information**

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data 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 third party workers, working within the Trust in a voluntary/paid capacity such as teacher trainees.

We, The Cam Academy Trust, Comberton Village College, West Street, Comberton, Cambridgeshire, CB23 7DU are the 'data controller' for the purposes of data protection law.

Our data protection officer is Carolyn Duckett (see 'Contact us' below).

### **The personal data we hold**

We process data relating to those working in our Trust (but not employed directly by the Trust). Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers, contacts and characteristics (such as name, date of birth, contact details and postcode)
- Personal information (such as name, teacher number, national insurance number)
- Characteristics information (such as gender, age, marital status, ethnic group)
- Next of kin and emergency contact numbers
- Contract information (such as start date, hours worked, post, roles and salary information)
- 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 information (such as number of absences and reasons)
- Copies of personal identification such as a passport, drivers licence, birth certificate etc.
- Photographs for identification purposes, SIMs records and School notice boards and websites
- CCTV footage in schools where CCTV cameras are installed in main areas for security purposes
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Health, including any medical conditions, and sickness records

### **Why we collect and use this information**

The purpose of processing this data is to help us run the Trust, including to:

- Where we need to perform the contract we have entered into with you
- Enable individuals to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Education, training and development requirements
- Gathering evidence for possible grievance or disciplinary hearings
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work
- Ascertaining your fitness to work
- Managing sickness absence
- Complying with health and safety obligations
- To prevent fraud
- To monitor your use of our information and communication systems to ensure compliance with our IT policies
- Inform the development of recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Where we need to comply with a legal obligation or statutory duty

## **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Pay you
- To administer school property such as laptops you may have been provided or security passes
- etc. for the duration of time that you are working with us
- To maintain our own accounts and records
- To support staff training
- To provide appropriate pastoral care
- To assess the quality of our services
- Comply with a legal obligation
- Where it is needed in the public interest or for official purposes

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) such as providing medical
- information to emergency services

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## **Collecting information**

We collect personal information directly from:

- Employees of supplier companies
- Contractors
- Visitors
- Those providing a service to the Trust
- Trainee teachers

The information we collect on you is essential for the Trust's operational use. While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

### **How we store this data**

Personal data is stored in line with our Data Retention Policy.

We maintain a file to store personal information about all third party workers. The information contained in this file is kept secure and is only used for purposes directly relevant to your work with the Trust.

When your relationship with the Trust has ended, we will retain and dispose of your personal information in accordance with our Data Retention Policy and where we are required to by law.

We hold data securely for the set amount of time shown in our data retention policy which is located on the Trust website. <https://www.catrust.co.uk/>

For more information on our data retention schedule and how we keep your data safe, please contact the HR Office or the trust Data Protection Officer.

### **Who we share your information with**

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

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- The Department for Education
- Educators and examining bodies
- Our regulator (e.g. Ofsted, Independent Schools Inspectorate)
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Trade unions and associations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies
- Employment and recruitment agencies

## 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 HR Office or the Trust data Protection Officer.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

## Contact

If you have any questions or would like to discuss anything in this privacy notice please contact the Trust Data Protection Officer Carolyn Duckett at [cduckett@catrust.co.uk](mailto:cduckett@catrust.co.uk)

If you have a concern or a complaint about how we collect and use your personal data, you should raise your concern with the school in the first instance. You can do this by contacting the Head teacher/Principle.

You can make a complaint at any time by emailing our data protection officer [cduckett@catrust.co.uk](mailto:cduckett@catrust.co.uk)

You can also complain to the Information Commissioner's Office in one of the following ways:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113