



Castleford Trust Privacy Notice for School Workforce

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1. Introduction

As an employer, the Trust collects and processes your personal data for employment application and for employment purposes. We will process your personal data in accordance with the relevant legislation, and not disclose your personal data to any third party, unless allowed or required to do so under the relevant legislation.

This notice explains what personal data we hold about you, and how we collect, store and use personal data about you.

Our trust:
Castleford Trust
Ferrybridge Road
Castleford
WF10 4JQ

is the 'data controller' for the purposes of UK data protection law. In this notice "we" and "us" mean Castleford Trust.

Our Data Protection Officer is Andrea Hewson (see 'contact us' below).

2. The information we collect and process

In the course of employing staff, we collect the following personal information when you provide it to us:

- Personal information such as name, teacher number, national insurance number.
- Personal information such as address, contact number, data of birth and age.
- Contract information such as start date, hours worked, post, roles and salary information.
- Work absence information such as number of absences and reasons.
- Financial information such as bank details, payroll information, pension information.
- Qualifications including subjects taught.

This list is not exhaustive. If you would like further information about the categories of data we process, please contact our Data Protection Officer (DPO).

3. Special Category Data

We may also use some personal information that is classed as special category data under the Data Protection Act and GDPR. Special category data is personal data that is classed as more sensitive and therefore requires greater protection.

The special category data that we may process include:

- personal data revealing racial or ethnic origin;
- personal data revealing political opinions;
- personal data revealing religious or philosophical beliefs;
- personal data revealing trade union membership;
- genetic data;
- biometric data (where used for identification purposes);



- data concerning health;
- data concerning a person's sex life; and
- data concerning a person's sexual orientation.

Extra care will be taken when collecting or sharing special category data and, unless there is a legal reason why we cannot, you will be informed before we share the data with any external organisations.

4. Why we collect and use workforce information

We use this information to:

- Enable individuals to be paid.
- Support pension payments and calculations.
- Enable sickness monitoring.
- Develop a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies.
- Inform financial audits of the organisation or academies.
- Fulfil our duty of care towards staff.
- Inform national workforce policy monitoring and development.
- We may use your work email address to contact you to ask you to complete surveys or take part in research for educational purposes for, or on behalf of the Trust, or for educational study being carried out by a member of staff that may benefit the Trust. Whilst we may use your email address to communicate with you in this regard, your participation would be optional.

5. Reasons we collect and process your information

We rely on having a legitimate interest as your employer, to collect and use your personal information, and to comply with our statutory obligations and to carry out tasks in the public interest. If we need to collect special category or sensitive information we rely upon reasons of substantial public interest.

Under GDPR the lawful bases we rely on for collecting and using your information are:

Processing basis 1 – processing is necessary in order to meet our duties as an employer (Article 6 1 c compliance with a legal obligation and Article 9 2 b carrying out obligations and exercising specific rights in relation to employment).

Processing basis 2 – processing is necessary for the performance of a contract to which the data subject is a party or in order to take steps at the request of the data subject prior to entering a contract (Article 6 1 b).

Processing basis 3 – the data subject has given consent to the processing of his/her data for one or more specific purposes (Article 6 1 a and 9 2 a).

Processing basis 4 – the processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the academy/Trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.



When we collect special category data on our forms, we will make it clear that it is special category data and will provide the lawful basis and reason for processing this data.

6. How we share your information with third parties

We are required to share information about our workforce members under Section 7 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

This data includes identifiers such as name and National Insurance numbers and characteristics such as ethnic group, employment contracts, remuneration details, qualifications and absence information.

We will not share information about you with third parties without your consent unless the law allows us to.

7. Who we share your personal information with

- HM Revenue and Customs
- Pension Schemes
- Healthcare, social and welfare professionals and organisations
- The Disclosure and Barring Service
- Central Government Departments
- Educators and Examining Bodies
- Professional Bodies
- Law enforcement agencies and bodies
- Courts and tribunals
- Legal representatives
- Ombudsman and regulatory bodies
- Service providers, including payroll and management information systems
- Salary Sacrifice Schemes you have joined
- Trade Unions
- Student Loan Company

With your explicit consent we will share information with:

- Credit reference agencies
- Mortgage providers, housing associations and landlords

To support TUPE arrangements the minimum necessary personal data and special category data only will be passed to the new employer.

We will share personal information with law enforcement or other authorities if required, for example in relation to the prevention and detection of crime, counter terrorism, safeguarding, legal proceedings or to protect interests of you or another.

The Department for Education (DfE) collects and processes personal data relating to those who work in state funded schools. All state funded schools are required to make a census submission because it is a statutory return under Sections 113 and 114 of the Education Act 2005.



The DfE may share information about school employees with third parties who promote the education or wellbeing of children of the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice and guidance

If you require more information about how the DfE or government store and use your personal data please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract.
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguarding pupils.
- The disclosure is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

8. CCTV

Our academies use Closed Circuit Television cameras for the purpose of monitoring our premises and to support any behaviour policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised parties such as the police to assist with crime prevention or at the behest of a court order.

9. Biometric Data

Where cashless canteens are in place, biometric information is collected and used only with consent.

10. Collecting Workforce Information

We collect personal information via application forms, new starter forms, contracts, change of personal details forms and by data collection forms as and when required which are signed by you.

Workforce data is essential for the Trust's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is required on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection whether you are required to provide information to us if you have a choice in this. You can withdraw your consent for the processing of your personal data at any time if that processing is on the sole basis of your consent (Processing basis 3 on Page 3).

11. How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Document Retention Policy which can be found on the Trust



website and individual academy staff hubs/intranets, or can be requested from the DPO. When we no longer need to retain information, we will destroy it in a secure manner.

12. Your rights in relation to your information

You have the right to request access to personal data that we hold about you, subject to a number of exceptions; this is commonly referred to as a “subject access request”. To make a request for your personal information, contact our DPO.

You also have the right to:

- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you in certain circumstances.
- Ask for our processing of your personal information to be restricted.
- Data portability.
- Object to us processing your information.

If you want to exercise your rights, for example, by requesting a copy of the information which we hold about you, please contact the DPO.

More information about your rights is available in our Data Protection Policy.

13. 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 concerns about our data processing, please let us know first.

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



14. Contacts

Our data protection officer is:

Andrea Hewson

Data Protection Officer

dpo@castlefordacademytrust.com

However, our **data protection leads** have day-to-day responsibility for data protection issues in our academies. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them:

Castleford Academy:

Claire Jackson

School Business Manager

admin@castlefordacademy.com

Crofton Academy:

Emma Crossley

School Business Manager

admin@croftonacademy.org.uk

Airedale Academy:

School Business Manager

info@aa.castlefordtrust.org.uk

Castleford Park Junior Academy:

Laura Steele

School Business Manager

enquiries@pjademy.net

Glasshoughton Infants Academy:

Erin Cromack

School Business Manager

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Three Lane Ends Academy:

Mandy Mattison

School Business Manager

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Airedale Junior Academy:

Shona Webb

School Business Manager

ajs-office@aja.castlefordtrust.co.uk



Airedale Infant Academy:

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School Business Manager
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Oyster Park Primary Academy:

Louise Gallagher
School Business Manager
opoffice@oppa.castlefordtrust.co.uk