



JOHN MILTON ACADEMY TRUST

"A Partnership of Aspiration and Excellence"

Privacy Notices - School Workforce

Bacton Primary School, Cedars Park Primary School, Mendlesham Primary School and Stowupland High School are all part of the Academy Trust known as the John Milton Academy Trust. For the purposes of Data Protection legislation, the Academy Trust is the Data Controller and the Trust, therefore, is responsible for your personal data.

The postal address of the Trust is:

The John Milton Academy Trust
Church Road
Stowupland
Stowmarket
IP14 4BQ

The Data Protection Officer for the Trust is Sian Durrant who can be contacted at:
data.protection@schoolschoice.org

Any queries relating to your personal data should be directed to the Headteacher in the first instance.

1. Collecting and Using Personal Information

The Trust processes personal data relating to all those employed by individual schools or by the Trust itself. This is for employment purposes to assist in the running of schools and the Trust and to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

During the recruitment process we may receive information about you from a previous employer or an educational establishment which you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

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

When personal information is collected, the Trust will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / 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.

2. Sharing your Personal Information with Third Parties

(a) Local Authority and the DfE

We are required, by law, to pass on some of the personal data which we collect to both the Local Authority and the Department for Education (DfE)

The collection of this information will benefit both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies;
- allowing better financial modelling and planning;
- enabling ethnicity and disability monitoring; and
- supporting the work of the School Teachers' Review Body

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

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

(b) Others

The Trust will disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

The Trust will also disclose details about you including national insurance number and absence information to our payroll provider to enable you to be paid.

The Trust will disclose details about you to the Trust's HR provider for the purposes of HR management. This will be:

- A copy of your application form including the personal data section
- Your full name, address and contact details
- Your date of birth, NI number and Teacher reference number (if applicable)
- Your bank details to enable you to be paid

The Trust will also share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions.

Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we will share your details with the provider to the extent necessary for them to provide the vouchers to you. Our provider is: Sodexo <https://uk.childcare-vouchers.sodexo.com/>

We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS; for support staff the scheme is LGPS.

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 safeguard 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.

3. Keeping 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 the Trust's Records Retention Policy which can be found on your school's website or on the JMAT website:

- Bacton Primary School
<http://www.bacton.suffolk.dbprimary.com/suffolk/primary/bacton/site/pages/statutory/schoolpolicies>
- Cedars Park Primary School
<http://www.cedarspark.suffolk.sch.uk/policies-and-objectives/>
- Mendlesham Primary School
<http://www.mendlesham.suffolk.sch.uk/policies.html>
- Stowupland High School
<https://www.stowuplandhighschool.co.uk/policies/school-policies/>
- John Milton Academy Trust
<https://www.johnmiltonacademytrust.co.uk/policies-2/>

4. Your rights

You have the right to:

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

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

More information about your rights is available in the Trust's Data Protection Policy.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)

Bacton
Primary School

Cedars Park
Primary School

Mendlesham
Primary School

Stowupland
High School

Registered Address: Stowupland High School | Church Road | Stowupland | Stowmarket | IP14 4BQ
Company Number: 10298832