



# LDDBS Academies Trust


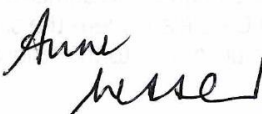
*Excellence and Equity for All Children in a Christian Context*

## Privacy Notice: School Workforce

**INSPIRING BELIEF**  
in God and one another



**ST RICHARD'S**  
SCHOOL

<b>DATE APPROVED BY THE LAT</b>	July 2020
<b>DATE APPROVED BY THE LAC</b>	October 2020
<b>REVIEW DATE</b>	July 2021
<b>Signed Headteacher</b>	
<b>Signed Chair of LAC</b>	

## **Vision Statement**

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
  - in each other – through motivation and teamwork
  - in the children – through showing them their potential
  - in the parents – through building trust by results
  - in God to all – through our whole lives
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- We believe in looking out for everyone  
We put safety first and we do all we can to ensure that all needs are met.
  - We believe in working together  
We act like a family who support and motivate one another.
  - We believe in aiming for the best  
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
  - We believe in looking to the future  
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

# Privacy Notice

## Trust's Workforce

Under the data protection law, you have the right to be informed about how the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as 'the Trust') uses any personal data it holds about you. The Trust must comply with this right by providing 'privacy notices' to you.

If this notice or any associated information is unclear or incorrect please contact the Trust's Company Secretary (at 020 7932 1177 or [ammar.ahmed@london.anglican.org](mailto:ammar.ahmed@london.anglican.org)) or the Trust's Data Protection Officer ('DPO') to seek clarification and / or provide amendments. The Trust has appointed Grow Partners Ltd as its DPO, the **responsible contact** is David Coy (contactable on [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org), [07903 506531](tel:07903506531)).

This privacy notice explains how the Trust collects, stores and uses the personal data about individuals working with the Trust and its schools in a voluntary capacity, including the Trust's directors and its Local Academy Committee ('LAC') governors.

The Trust and its schools are the 'data controller' for the purposes of data protection law

## The personal data held by the Trust

The categories of data the Trust collects, holds and shares in relation to you include but are not limited to:

- Personal Information; name, date of birth, national insurance number, copy of photographic ID.
- Contact details and preferences; telephone number, email address, postal address.
- Information about your next of kin, dependent and emergency contacts.
- The terms and conditions of your employment.
- Details of your qualifications, right to work, skills, experience and employment history including references.
- Information about your remuneration; salary, payroll, bank account details, tax status and benefit entitlement such as pensions or insurance cover.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services).
- Protected characteristics such as ethnic origin, nationality, language, or religion. Where this has been provided. Absence data, including any sabbaticals, holidays and any other periods of leave and the reasons for requesting the leave.
- Data about your use of the school's information and communications system.
- Outcomes of any disciplinary and / or grievance hearings and procedures.
- Assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence.
- Photographs for internal safeguarding and security purposes, school newsletters, media and promotional purposes.
- Closed Circuit Television ('CCTV') images captured in school.
- Live streaming videos and recordings where applicable.

- Pre Recorded Videos for educational or promotional purposes

We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the information we collect on the school workforce can be found in the record of data processing which can be requested from Paulette Wynter, the School Business Manager ([office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)).

## **Why the Trust uses this data**

The Trust uses this data to help it run itself and its schools efficiently, including but not limited to:

- Enable you to be paid and provide other benefits.
- Facilitate safe recruitment, as part of the safeguarding obligations the Trust has to its pupils.
- Fulfil the Trust's legal obligations in recruiting individuals to the school workforce.
- Support effective performance management and appraisal.
- Support effective management of the school workforce, including the implementation of its policies and procedures.
- Provide feedback to your training centre and awarding body.
- Inform the Trust's recruitment and retention policies.
- Allow better financial modelling, administration and planning.
- Enable equalities monitoring and reporting.
- Respond to any workforce issues.
- Improve the management of workforce data across the sector.
- Support the work of the School Teachers' Review Body.
- Assess the quality of its services.
- Comply with the law regarding data sharing.
- Enable remote working procedures.

## **The Trust's lawful basis for using this data**

The Trust and its school's lawful basis for collecting and processing personal data is defined under Article 6 of the GDPR (also included in the Data Protection Act 2018), and the following sub-paragraphs apply:

- Data subject gives consent for one or more specific purposes.
- To fulfil contractual obligations or to take steps in order to enter into a contract
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- Processing is necessary for your legitimate interests or the legitimate interests of a third party.

The Trust and its schools lawful basis for collecting and processing your information is also further defined under Article 9 of the GDPR (also included in the Data Protection Act 2018), in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs apply:

- The data subject has given explicit consent.
- It is necessary to fulfil the obligations of controller or of data subject.
- It is necessary to protect the vital interests of the data subject.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.

Where you have provided the Trust with consent to use your data, you may withdraw this consent at any time. The Trust will make this clear when requesting your consent and explain how you may withdraw it if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify the Trust's use of this data.

## **Collecting this information**

Whilst the majority of the information you provide to the Trust is mandatory, some of it may be provided to the Trust on a voluntary basis.

Whenever the Trust seeks to collect information from you, the Trust will make it clear whether you must provide the information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **Storage of data**

When your relationship with the Trust has ended, the Trust will retain this data and delete the information in it in accordance with our retention policy.

Which can be requested from Paulette Wynter, the School Business Manager ([office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)).

The Trust has data protection policies and procedures in place, including strong organisation and technical measures, which are regularly reviewed. Further information regarding the Trust's policies and procedures can be found on the Trust's website.

## **Data sharing**

The Trust may share your data with appropriate third parties, including but not limited to:

- The local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information relating to certain staffing matters.
- The London Diocesan Board for Schools.

- The Department for Education - to meet our legal obligations to share certain information with it.
- Training centers and awarding bodies.
- Your family and representatives – such as in the event of an emergency.
- Educators and examining bodies – such as ensuring we adhere to examining regulations to guarantee the validity of examinations.
- Office for Standards in Education, Children's Services and Skills ('Ofsted') – such as during the course of a school inspection.
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g., HR, payroll, employee benefit schemes, IT systems
- Financial organisations e.g. Pension Scheme.
- Central and local government – such as workforce analysis.
- Our auditors, to ensure our compliance with our legal obligations.
- Trade Unions and Professional Associations - to enable them to provide the service their members require.
- Health authorities, Occupational Health and employee support schemes – to ensure the wellbeing of our staff body in accordance with our responsibilities as employer.
- Security organisations – to create a secure workplace for staff.
- Health and social welfare organisations – to ensure the wellbeing of our staff body in accordance with our responsibilities as employer.
- Professional advisers and consultants – for us to develop our service to best provide our public service.
- Charities and voluntary organisations.
- Police forces, courts, tribunals.
- Employment and recruitment agencies.
- Future employers.

In the event where the Trust transfers your personal information to a country or territory outside the European Economic Area, the Trust will do so in accordance with data protection law.

The Trust will not share your data for the purposes of direct marketing.

## **Local authority**

The Trust and its schools are under an obligation to share information about its workforce for a school with the specific local authority in whose area the school may be based to comply with the Education (Supply of Information about the School Workforce) (England) Regulations 2007, as amended from time to time.

## **Department for Education**

The Trust shares personal data with the Department for Education ('DfE') on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. We are required to share information about our school employees with the DfE and the ESFA as well as the Local Authority under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

In addition, the DfE collects and processes personal data relating to those employed by schools (including Multi-Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). 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

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

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

- conducting research or analysis.
- producing statistics.
- providing information, advice or guidance.

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who has requested your data.
- the purpose for which it is required.
- the level and sensitivity of data requested.
- the arrangements in place to securely store and handle the data.

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

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

To contact the DfE please visit: <https://www.gov.uk/contact-dfe>

## **Your rights regarding personal data**

You have a right to make a 'subject access request' to gain access to personal information that the Trust or its schools holds about you.

If you make a subject access request, and if the Trust holds information about you, it will:

- Give you a description of it;
- Tell you why it is holding and processing it, and how long it will keep it for;
- Explain where it 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; and



- Give you a copy of the information in an intelligible form.

You also have the right to;

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- For your personal information to be transmitted electronically to another organisation in certain circumstances;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
- In certain circumstances, have personal data corrected, deleted or destroyed, or it's processing restricted; and / or
- Claim compensation for damages caused by a breach of the data protection regulations.

If you would like to make a request, please contact:

Paulette Wynter, the School Business Manager

[office@strichards.hounslow.sch.uk](mailto:office@strichards.hounslow.sch.uk)

020 8898 0848

St Richard's CE Primary School

Forge Lane, Hanworth, TW13 6UN

## **Data Protection Breaches**

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact Paulette Wynter, the School Business Manager at St Richard's CE Primary School and advise us without undue delay.

## **Complaints**

The Trust takes any complaints about its collection and use of personal information very seriously.

If you think that the Trust's collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about its data processing, please raise this with the Trust in the first instance.

To make a complaint, please contact the Trust's DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Trust's DPO:

Grow Education Partners Limited  
London Diocesan House  
36 Causton Street  
London  
SW1P 4AU

**Contact point:** David Coy  
Telephone: 079 0350 6531  
Email: [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org)