

ACHIEVEMENT, STUDENTS & LEADERS MATTER



Workforce Privacy Notice

Privacy notice

Kenton School and Studio West are two schools which are part of the Northern Leaders Trust (collectively referred to as “**Northern Leaders Trust**”, the “**Trust**”, “**we**”, “**us**” or “**our**”).

During an individual’s time with Northern Leaders Trust (the “**Trust**”), we will use personal information that we gather in relation to them for various purposes. Personal information that we hold in relation to individuals is known as their “**personal data**”. This will include data that we obtain from the individual directly and data about the individual that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after they have left the school. Anything that we do with an individual’s personal data is known as “**processing**”.

This privacy notice sets out what personal data we collect and hold about you, how we collect your personal data, why the Trust processes the personal data, who the Trust shares this personal data with, international transfers, the security measures taken to protect your personal data, how long we hold your personal data and your data protection rights in relation to your personal data processed by us.

It is important that you read this privacy notice together with any other privacy policy or fair processing policy we may provide on specific occasions when we are collecting or processing information about you so that you are fully aware of how and why we are using your information.

Contact details

If you have any questions about this privacy notice or our privacy practices, please contact our data protection officer in the following ways:

Full name of legal entity: Northern Leaders Trust

Data protection officer: Tracy Carson

Email address: Tracy.Carson@northernleaderstrust.org

Postal address: Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU

Telephone number: 0191 214 2201

What personal data do you collect in relation to me?

We may collect, hold, share or otherwise use the following personal data about our workforce:

- **Identity Data** includes first name, surname, title, date of birth, gender, next of kin, national insurance number, driving licence, passport and photographs.
- **Contact Data** includes home address, email address, telephone number(s) and emergency contact details.
- **Financial Data** includes bank account and payment card details.
- **Technical Data** includes internet protocol (IP) address, your login data, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform, and other technology on the devices you use to access this website.
- **Profile Data** includes employee or teacher number, contact information (i.e., start dates, hours worked, post, roles and salary information), work absence information (i.e., absences and absence reason(s) and holiday records), training record (i.e., academic qualifications/training courses attended and, where relevant, subjects taught), performance information (i.e., appraisals and performance reviews, performance measures including performance

management/improvement/support plans, disciplinary or grievance records) and other information (i.e., pension arrangements and applications for other posts within the Trust).

We may collect special categories of personal data about you (this includes details about your race or ethnicity, religious or philosophical beliefs, information about your health and special educational needs, and genetic and biometric data). We also collect information about criminal convictions and offences (including the results from the Disclosure and Barring Service (DBS) checks).

Where we need to collect personal data by law, or under the terms of a contract we have with you, and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you (for example, to provide you with goods or services). In this case, we may have to cancel a service you have with us but we will notify you if this is the case at the time.

Where do you get my personal data from?

We use different methods to collect personal data from and about you including through:

- **Direct interactions.** You may give us your Identity, Contact, Financial and Profile Data by filling in forms or by corresponding with us by post, phone, email or otherwise. This includes personal data you provide when you:
 - complete application forms, provide CVs or resumes;
 - complete forms at the start of or during your employment;
 - attend interviews, meetings and/or other assessments;
 - attend the school site(s) and are captured by our CCTV surveillance system; and
 - contact us
- **Third parties or publicly available sources.** We will receive personal data about you from various third parties and public sources as set out below:
 - HM Revenue and Customs;
 - previous employers;
 - your trade union;
 - Disclosure and Barring Service;
 - our insurance benefit administrators;
 - recruitment and vetting agencies;
 - teachers and other staff
 - students and/or their parents;
 - other professional bodies that we may engage with such as consultants;
 - Home Office; and
 - National College of Teaching and Leadership Teachers Service.

How do you use my personal data?

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- where we need to perform the contract we are about to enter into or have entered into with you;
- where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests;
- where we need to comply with a legal obligation;
- where we need to protect the vital interests of others;
- where we need to perform a specific task in the public interest; and/or
- where we otherwise have consent.

We have set out below, in a table format, a description of all the ways we plan to use your personal data, and which of the lawful bases we rely on to do so. We have also identified what our legitimate interests are where appropriate.

Note that we may process your personal data for more than one lawful basis depending on the specific purpose for which we are using your data. Please contact us if you need details about the specific lawful basis we are relying on to process your personal data where more than one ground has been set out in the table below.

Purpose/Activity	Type of personal data	Lawful basis for processing including basis of legitimate interest
To process your application form, CV or resume.	(a) Identity (b) Contact	(a) Necessary to perform a contract. (b) Necessary for our legitimate interests (to understand your suitability for the job you've applied for) (c) Necessary to comply with a legal obligation. (d) Consent
To complete forms at the start of or during your employment.	(a) Identity (b) Contact (c) Financial (d) Profile	(a) Necessary to perform a contract. (b) Necessary to comply with a legal obligation.
To make payments (i.e. salaries, taxes and NI) to our workforce.	(a) Identity (b) Contact	(a) Necessary to perform a contract.

	(c) Financial	(b) Necessary to comply with a legal obligation.
To carry out our security checks with the Disclosure Barring Service.	(a) Identity (b) Contact	Necessary to comply with a legal obligation.
To protect our school premises by monitoring using CCTV surveillance systems.	Identity	(a) Necessary for our legitimate interests (to protect the schools' premises). (b) Where we need to protect the vital interests of others.

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to get an explanation as to how the processing for the new purpose is compatible with the original purpose, please contact us.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

How long will you hold my personal data?

We will hold personal data only for as long as necessary. How long we need to hold on to any information will depend on the type of personal data and the purpose for processing that personal data. For further detail please see our Retention and Destruction Policy.

Do you share my personal data with other organisations?

We routinely share information about our workforce with:

- Local Authorities and other governing/regulatory bodies for education and training, youth support and safeguarding purposes;
- the Department for Education and the Education and Skills Funding Agency;
- contractors to enable them to provide an effective service to the school such as administering our payroll and employee administration, Occupational Health services and tax payments and benefits through HMRC and DWP;
- other professionals i.e. legal advisors and HR consultants etc.

The Department for Education may share your personal data with other organisations. For further information about the Department's data sharing process, please visit:

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

Contact details for the Department can be found at <https://www.gov.uk/contact-dfe>.

Do you share my personal data outside the UK?

We do not transfer your information outside the UK.

How do you protect my personal data?

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected information breach and will notify you and any applicable regulator of a personal data breach where we are legally required to do so.

What are my rights?

You have the right to request access to information that we hold about you, subject to a number of exceptions. To make a request for access to your information, please use the contact details above.

If you want to exercise any of the rights below, then you should contact Tracy Carson, Data Protection Officer. If the Trust or school does not respond to your request, then you will be informed.

We try to respond to all requests within one month. Occasionally it could take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Concerns?

If you are worried about how we are using your personal information then you may contact our DPO using the details set out in the 'Contact details' section of this privacy notice or contact the Supervisory Authority - the Information Commissioner's Office who could also help at <https://ico.org.uk/concerns/>.

- **How can I change my personal information?**

This is called the 'right to rectification'. This gives you the right to correct any personal information that may be wrong or out of date.

- **How can I change how my personal information is used?**

This is called the 'right to restrict processing'. This gives you the right to limit how we use your personal information.

- **How can I see what personal information you have about me?**

This is called the 'right of access'. This gives you the right to receive copies of your personal information and other supplementary information. This is commonly referred to as a subject access request or 'SAR'.

In certain circumstances, you may have to pay a fee to access your personal information (or to exercise any of the other rights). Alternatively, we could refuse to comply with your request

We may need to request specific personal information from you to help us confirm your identity and ensure your right to access your personal information (or to exercise any of your other rights). This is a security measure to ensure that personal information is not disclosed to any

person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

- **How can I move my personal information?**

This is called the 'right to data portability'. This gives you the right to ask for and download personal information you've given us electronically or hard copy, so that you can:

- move;
- copy; or
- keep it for yourself.

- **How can I stop you using my personal information?**

This is called the 'right to object'. This gives you the right to tell us to stop using your personal information.

- **How can I delete my personal information?**

This is called the 'right to erasure'. This gives you the right to ask for your personal information to be deleted.

- **How can I change my mind?**

This is called the 'right to withdraw consent'. This gives you the right to tell us that you've changed your mind on how your personal information is used.