

Employee Privacy Promise

1. Introduction

We respect your privacy and understand that privacy is important to you and that you care about how information about you is used, so this privacy notice sets out details about what data we collect and how we use it for all employees within Woodard Academies Trust.

For the purposes of this document, use of the term “employee” refers to employees, whether that’s full-time, part-time an agency worker or contractor.

When we process your personal data, we will always do so in accordance with the UK’s data protection laws which includes the General Data Protection Regulation (GDPR).

2. About Woodard Academy Trust

We are an education charity formed in 2007 to deliver an academy programme on behalf of Woodard Schools. We currently sponsor six academies across the UK:

- Sir Robert Woodard Academy, West Sussex
- The Littlehampton Academy, West Sussex
- St Augustine Academy, Kent
- St Peter’s Academy, Stoke-on-Trent
- Kings Priory School, Tynemouth
- Polam Hall School, Darlington

Our registered address is:

Woodard Academies Trust,
1 Adam Street,
London, WC2N 6LE

Our Data Protection Officer is Mark Gracey who can be contacted via email: mark.gracey@woodard.co.uk or via our registered address, above.

3. How to contact us

If you have any questions about how we collect and use your information not covered in this privacy notice, or if you wish to speak to someone about our approach to data protection and privacy, please contact our Data Protection Officer using the contact details above.

4. What personal data will we collect from you?

We collect and process personal data relating to those who Woodard Academies Trust employs. This personal data will include all the data you may have provided via the application process (such as name, address, contact details, past employment, etc.) as well as your national insurance number, banking information and next of kin information. We ask you to provide this information for employment purposes and so that we can pay you and meet legal requirements such as providing a pension.

We will also collect other data for your employee file throughout your employment with the Trust such as absence information, holiday requests, disciplinary or grievance information and sensitive data such as medical information and trade union membership.

Collecting and using this information is lawful because:

- The processing is necessary for the performance of your employment contract
- We may process the data because of a legal obligation, such as our legal duty to safeguard pupils

5. How long do we keep your application data?

Unless stated elsewhere in this document or in any other documentation provided to you, we only store the data necessary for you to work at the Trust.

We will keep this data for as long as you're an employee with the Trust, however, when you cease to be an employee (for whatever reason) we will retain your employment information for up to 6 years in line with employment law. After this period, we will securely destroy your employee files and any other associated information we have collected from you, unless we are compelled by any other legal obligation to retain the information for longer.

If we would like to retain your data for any longer, we will always seek your consent to do so.

6. Who will have access to your data?

We will store your data securely within our systems and will ensure that only authorised personnel at the Trust are able to access the data.

We do not share any personal data with any third parties unless it is lawful for us to do so, if required by law, or if you provide us with permission to do so.

We may be required, by law, to share some of the personal data which we collect to:

- An the local authority in which the academy is situated
- The Department for Education (DfE)
- An Ofsted inspector

The sharing of this information is for the purposes of improving school provision across the county/country as well as helping with budgeting, planning and supporting the work

of the national review bodies. If you'd like to know more about what data is collected and how it is used please view and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>.

As your employer, we will also disclose your data to various third parties, as required by the terms of your employment contract or the law. This includes:

- Sharing your national insurance number and bank information to our third-party payroll provider, so that you can be paid
- Sharing your identity and pay information with the HMRC for the purposes of meeting our, and your, income tax and national insurance contribution obligations
- Sharing your personal data with your pension provider to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement.

In all cases where we are using a third-party service or company, we will only provide the minimal amount of information for the purposes of delivering the service to us and to meet our requirements. We will always carry out due diligence against all our third-party suppliers for the purposes of ensuring their compliance with data protection, maintaining adequate security of your data and ensuring they apply adequate data protection principles to the processing of the data we supply.

7. Your rights

Under current data protection legislation in the UK, you have rights as an individual which you can exercise in relation to the data we store and process about you. You can find more information about your rights on the Information Commissioner's website: <https://ico.org.uk/for-the-public/>

7.1. Complaints

If you want to make a complaint about the way we are processing your data, you can contact us, using the contact details above.

You also have the right to complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>

7.2. Withdrawal of consent, restricting processing or objecting to processing

Where we are processing your data and needed to ask your permission to do so, you are able to withdraw your consent at any time. Simply contact us, using the contact details above.

If you wish to raise concerns about the way we are processing your data or would like to raise an objection or restriction, please contact our Data Protection Officer setting out your concerns.

7.3. Keeping your data up to date

It is important that any of your data that we process is kept up to date. If any of the data we have about you becomes out of date or incorrect during your employment, please contact us using the contact details above.

7.4. Erasure of your data (the “right to be forgotten”)

Under some circumstances you may request us to delete your data from our systems. Where this is possible (e.g. we don’t have any lawful reasons for continuing to process your data) we will erase it from our systems.

If you wish to exercise your right to be forgotten, please contact our Data Protection Officer.

7.5. Portability

Your right to portability allows you to request a machine-readable format of the data you supplied to us and associated information. If you wish to discuss this right with us, regarding your data or would like a machine-readable export of the data held on our systems, please contact our Data Protection Officer.

7.6. Access to your data

You have the right to ask us about what data we hold about you, how we process it and provide you with a copy of the information, free of charge and within one month of your request.

To make a request for any personal information we hold and process about you, we would prefer it if you could put it in writing to your local HR manager. They will need to verify your identity before providing the information and where necessary may contact you further to ensure they understand what data you are requesting.

8. More information

For more information about your data rights and privacy or data protection in general visit the Information Commissioner’s Office website: <https://ico.org.uk>

9. Changes to our privacy notice

We may change or update elements of this privacy notice from time to time or as required by law. The most current version of our privacy notice is available on our website at <http://www.woodardacademies.co.uk/11/privacy-policy>