



THE BOURNE ACADEMY

# GDPR Privacy Notice

## (How we use employee information)

This document explains what information will be held about members of the Academy workforce, how it will be held and processed by The Bourne Academy. You can also find out about the General Data Protection Regulations (GDPR) and Data Protection Act 2018 and your rights on the Information Commissioners Website [www.ico.org.uk](http://www.ico.org.uk)

### Who processes your information?

The Bourne Academy is the Data Controller of the personal information you provide to us. This means that the Academy determines the purposes for which, and the way in which, any personal data relating to employees is to be processed.

### What is personal data?

This is information that could identify you, for example your name or date of birth.

### What personal data is collected?

The categories of employee information that the Academy collects, holds and shares include:

- Personal information – e.g. name, national insurance number.
- Special categories of data including characteristics information – e.g. gender, age, ethnicity.
- Contract information – e.g. start dates, hours worked, post and salary.
- Work absence information – e.g. number of absences and reasons.
- Qualifications – e.g. where obtained.
- Medical information – e.g. allergies.
- Performance management and disciplinary information
- Other information – e.g. criminal records information (including results of Disclosure and Barring Service checks) and CCTV footage and images.

### Why do we collect and use your information?

The Academy uses employee information to:

- Develop a comprehensive picture of the workforce and how it is deployed.
- Inform the development of recruitment and retention policies.
- Enable individuals to be paid correctly and make the appropriate deductions.
- Conducting performance reviews
- Providing staff benefits
- To comply with specific employment laws requirements.

We will collect the majority of your information from you, but may also obtain information from tax and regulatory authorities such as HMRC, previous employers and your trade union.

### **The lawful basis on which we process this data**

The Academy will collect and process the information requested under the legal basis of being necessary of contract (under Article 6 of the GDPR). Special categories of information (including medical and characteristic information) will be processed with your consent (under Article 9 of the GDPR).

Whilst the majority of information you provide to us is mandatory, some of it is provided on a voluntary basis. When collecting data voluntarily, the Academy will inform you whether consent is needed from you. Where consent is required the Academy will provide you with specific information with regards to the reasons the data is being collected and how the data will be used.

### **Storing your data**

Personal data relating to employees at The Bourne Academy is retained for six years after leaving the Academy, after which it is securely destroyed, and in accordance with the Academy's retention policy.

In accordance with the GDPR, the Academy does not store personal data indefinitely; data is only stored for as long as is legally required to complete the task for which it was originally collected.

### **Sharing personal data**

The Academy will routinely share employee information with:

- Education Personnel Management
- The Local Authority (Bournemouth Borough Council)
- The Department of Education (DfE)
- Government agencies (e.g. HMRC) and pension schemes

### **Why we share personal data**

The Academy will not share employee information with third parties without your consent, unless the law and our policies allow us to do so.

Education Personnel Management provides the Academy's payroll and personnel services. It is necessary for contract for the Academy to share your personal data with Education Personnel Management in order to provide you with a contract and pay you.

We are required to share employee information with our Local Authority under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

We share employee personal data with the DfE on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment of educational attainment.

Academy employees participate in one of two pension schemes; The Teachers' Pension Scheme or the Local Government Pension Scheme (managed by Dorset County Council). The Academy has a lawful basis to share your personal data with your appropriate pension scheme, as it is necessary for contract.

The Academy shares employee data with government agencies, such as HMRC, in order for appropriate tax deductions and benefit adjustments to be made.

### **Data collection requirements**

The DfE collects and processes personal data relating to those employed by schools. All state funded schools are required to make a census submissions 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 DfE, including the data we share with them, please visit:

<https://www.gov.uk/education/data-collection-and-censuses-for-schools> .

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

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

The DfE has robust processes in place to ensure the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the DfE releases data to third parties are subject to a strict approval process and follows a detailed assessment.

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

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

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

### **What are your rights?**

Employees have the right to request access to information that we hold about them.

You also have the right to:

- Be informed about how The Bourne Academy uses your personal data.
- Request that your personal data is amended if it is inaccurate or incomplete.
- Request that your personal data is erased where there is no compelling reason for its continued processing.
- Request that the processing of your data is restricted.
- Object to your personal data being processed if the data is likely to cause or is causing damage or distress.
- Prevent data processing for the purpose of direct marketing.
- Claim compensation for damages caused by a breach of the Data Protection Regulations.
- Withdraw consent of processing of data, if the processing is based on your consent.

### **Requesting access to information the Academy holds**

If you wish to see the data that the Academy holds about you, please contact the Academy's Data Protection Officer.

Requests regarding personal data will be handled using the Academy's data protection procedures, which can be found on the Academy website.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance, by contacting the Academy's Data Protection Officer. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Data Protection Officer Contact Details**

The Academy's Data Protection Officer is Andrew Acock, who can be contacted via email; [dataprotection@thebourneacademy.com](mailto:dataprotection@thebourneacademy.com)