



TyneCoast
Academy Trust

Privacy notice for employees

Approved by:	Tyne Coast Academy Trust Board	Date: 12 December 2019
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Last reviewed on:	March 2021
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Next review due by:	March 2022
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Contents

1. Introduction	3
2. The personal data we hold.....	3
3. Why we use this data	4
4. Our lawful basis for using this data	4
5. Collecting this data	5
6. How we store this data.....	5
7. Who we share data with.....	5
8. Your rights	6
9. Complaints	7
10. Contact us	7
11. Version control	8



1. Introduction

Under data protection law, individuals have the right to be informed about how our trust/academy (Tyne Coast Academy Trust) uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes referred to as 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals we employ, or otherwise engage, to work within our trust.**

We, Tyne Coast Academy Trust, St. Georges Avenue, South Shields, Tyne and Wear, NE34 6ET, are the 'data controller' for the purposes of data protection law.

- Our data protection officer is Evalian Limited (see 'Contact us' below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of
- Sickness records
- Photographs and CCTV images captured in school
- Trade union membership

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other academies, schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.



3. Why we use this data

We use the data listed above to:

- a) Enable you to be paid
- b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- c) Support effective performance management
- d) Inform our recruitment and retention policies
- e) Allow better financial modelling and planning
- f) Enable equalities monitoring
- g) Improve the management of workforce data across the sector
- h) Support the work of the School Teachers' Review Body

3.1 Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (see 'Contact us' below).

3.2 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4. Our lawful basis for using this data

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- There is a legitimate interest
- We need it to fulfill contractual obligations
- We need to comply with a legal obligation

Less commonly, we may also process your personal data in situations where:

- We need it to perform an official task in the public interest
- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interests)

Our lawful bases for processing your personal data for the purposes listed in section 3 above are as follows (some of the reasons for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data):

- For the purposes of b and g, in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school
- For the purposes of a, b, d, f, g and h, in accordance with the 'legal obligation' basis – we need to process data to meet our responsibilities under law.
- For the purposes of a, in accordance with the 'contract' basis – we need to process personal data to fulfil a contract with you or to help you to enter into a contract with us
- For the purposes of c, d, e and g, in accordance with the 'legitimate interests' basis – where there's a minimal privacy impact and we have a compelling reason.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you would go about withdrawing consent if you wish to do so.



4.1 Our basis for using special category data

For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in data protection law. Conditions include:

- We have obtained your consent to use it in a specific way
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

5. Collecting this data

While the majority of information we collect about you is compulsory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is compulsory or optional. If it is compulsory, we will explain the possible consequences of not complying.

Most of the data we hold about you will come from you, but we may also hold data about you from:

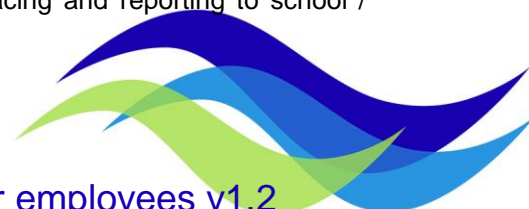
- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals
- Previous employers

5.1 Covid-19 Test Result Data

The UK Government have placed a legal obligation on schools / academies to maintain records of the Covid test results of staff. The purpose of collecting this data is to support the UK Government's 'Test and Trace' initiative. The database includes the results of all tests carried out within the school premises and the positive results of tests carried out by staff at home.

The mass-testing data will be held locally in a password-protected register for a period not exceeding 14 days from the date of the test, accessible only to those staff members directly involved in the organisation of the mass testing. After this time, the data will be permanently deleted.

The categories of personal data held on the register for staff will be limited to the date of the test, first and last name of the staff member, test barcode and test result. A second database containing the same data is maintained locally for the purposes of local contact tracing and reporting to school /



academy governors. This database is maintained for the duration of the current term only, after which time it is permanently deleted.

6. How we store this data

We keep personal information about you while you work at our trust. We may also keep it beyond your employment if this is necessary. Our Records management and retention policy sets out how long we keep information about employees.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

7. Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- A local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Employment and recruitment agencies

7.1 Transferring data internationally

We may share personal information about you with international third parties outside of the European Economic Area, where different data protection legislation applies.

Where we transfer your personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

A list of third parties is available on request.



8. Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we 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
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You 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
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

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

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

10. Contact us

Our data protection officer is as follows:

- Evalian Limited, 0333 500 111, or email data.protection@tynecoastacademytrust.co.uk

However, our **data protection representatives** have day to day responsibility for data protection issues in our academies. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact them at the relevant academy:

Tyne Coast Academy Trust

Website - www.tynecoastacademytrust.co.uk

Telephone – 0191 4273500

Email – data.protection@tynecoastacademytrust.co.uk

Monkwearmouth Academy

Telephone – 0191 9172300

Email – data.protection@mwacademy.co.uk

North East Futures UTC

Website – www.nefutures.co.uk

Telephone – 0191 9179888

Email – data.protection@nefuturesutc.co.uk

Redby Primary Academy

Telephone – 0191 5484040

Email – data.protection@redbyacademy.co.uk

Ridgeway Primary Academy

Website – www.ridgewayprimaryacademy.co.uk

Telephone – 0191 4552865

Email – data.protection@ridgeway.s-tyneside.sch.uk

Walker Riverside Academy

Website – www.walker.academy.co.uk

Telephone – 0191 2958660

Email – data.protection@walker.academy.co.uk

11. Version control

Version Number	Purpose/Change	Author	Approval	Date
1.0	Notice first developed, in line with changes to Data Protection Law	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	18/10/2018



1.1	Notice updated to reflect further ICO/DfE guidance and provide additional clarification	C.Pinkney, Operations Manager	Tyne Coast Academy Trust Board	12/12/2019
1.2	Notice updated to include UK Government guidance on Covid testing	N. Scott DPO Evalian Limited	Tyne Coast Academy Trust Board	09/03/2021

