

Workforce Privacy Notice

Hamwic Education Trust

Name: _____

Date: _____

Date: _____

Date: _____

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1. Introduction2

2. The personal data we hold



- Absence data
- Copy of driving licence, passport or birth certificate

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 including any occupational health reports
- Sickness records
- Photographs and CCTV images captured in schools or Trust
- Trade union membership

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

3. Why we use this data

We use the data listed above to:

- a. Ensure that we provide a safe and secure work environment;
- b. Provide employment services (such as payroll and references);
- c. Facilitate safe recruitment, as part of our safeguarding obligations
- d. Safeguarding and promoting the welfare of all staff and pupils; and
- e. Support effective performance management



- We may use your information when dealing with complaints and grievances (e.g. from other staff and parents);
- We may use information about you and photographs and video recordings of you for marketing and promotion purposes including in School or Trust publications, in social media and school or Trust websites;
- We may use your information to enable the development of a comprehensive picture of the workforce and how it is deployed;
- We may use your information to inform the development of recruitment and retention policies;
- We may also allow external publication of certain media where appropriate (for example, a photograph or article in a local newspaper);
- We may also make recordings for teaching purposes, for example, recording a drama lesson to provide feedback to you or pupils. We may also record lessons for pupils who were not able to attend in person;
- We use CCTV recordings for the purposes of crime prevention and investigation and also in connection with our obligation to safeguard the welfare of pupils, staff and visitors to school sites;
- The Trust regularly monitors and accesses its' IT system for purposes connected with the operation of



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

Our lawful basis for processing your personal data for the purposes listed in section 3 above are as follows:

- The 'public task' basis – we need to process data to fulfil our statutory function as a Trust as set out here:

Education Act

- The 'legal obligation' basis – we need to process data to meet our responsibilities under law as set out here:

Keeping Children Safe In Education (KCSIE)

Health & Safety At Work Act 1974

- The 'consent' basis – we will obtain consent from you to use your personal data

The 'vital interests' basis –



6. How we store this data

We keep personal information about staff while they are employed at our Trust. We may also keep it beyond their employment at the Trust if this is necessary. Our record retention schedule sets out how long we keep information about staff.

If you would like a copy of the record retention schedule, please contact the Trust by emailing compliance@hamwic.org.

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 consent unless the law and our policies allow us to do so.

compliance@hamwic.org. If it is legally required, or necessary (and it complies with UK data protection law), we may share per(ha)4(ve)-4(pJETQ



Department for Education (DfE) for the purpose of those data collections, under Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

7.1 Transferring data internationally

We may share personal information about a staff member with the following international third parties, where different data protection legislation applies:

- Other schools or educational establishments
- Other future employers
- App or cloud server providers

Where we transfer personal data to a third-party country or territory, we will do so in accordance with UK data protection law and on the basis of an adequacy regulation by the UK government.

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

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you. These requests will be free of charge. Any requests must be made to the Trust DPO (see 'Contact Us'). A response to



➤ Call 0303 123 1113

➤ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

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

➤ Gemma Carr, Data Protection Officer, Hamwic Education Trust, Unit E, The Mill Yard, Nursling Street, Southampton, SO16 0AJ. Email: compliance@hamwic.org

