

Privacy Notice (How we use workforce information)

Under UK data protection law, individuals have a right to be informed about how the HISP Multi Academy Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called '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 staff within Inspiring Future Teachers delivery hubs and associated partnership schools.

You will be allocated to a hub to support you whilst working under the inspiring future teachers' program.

Our Data Protection has checked that each Hub has processes in place to monitor and maintain your data rights while working at there and they will have responsibility for managing your data rights, however as we are supporting you centrally we also have a duty to manage your data held by us. HISP Multi Academy Trust is the data controller for the information held centrally, and the placement hub will be the data controller for the information held at the hub you are allocated to.

The IFT will set up a data sharing agreement with each HUB so that we can share data on you whilst involved in the program.

HISP is the accredited provider for Inspiring Future Teachers and also acts as a delivery partner. As the accredited provider some of our principal roles and responsibilities in training delivery are to:

- Select appropriately qualified experienced partnership staff to deliver high quality training to meet the program objectives and participants needs
- Ensure partnership staff attend central online induction and training delivered by leads.
- Ensure partnership staff are deployed to training events.
- Provide all partnership staff with timely developmental feedback

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) deploy partnership staff to training events (e.g. taking into account specific areas of expertise and or phase/subject specialism)
- d) communicate directly with partnership staff
- e) to support mentors and professional tutors in placement schools with school plans/cause of concerns procedures

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

1. Article 6 (b) Processing is necessary for the performance of a contract to which the data subject is party.
2. Article 6 (c) Processing is necessary for the compliance with legal obligations to which the controller is subject.

In addition, concerning any special category data:

3. Article 9 (b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

Collecting workforce information

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit please contact our data protection officer who will assist you.

Who we share workforce information with

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

We routinely share this information with:

- Our Multi Academy Trust (HISP Multi Academy Trust)
- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- Our regulator, Ofsted
- Financial organisations
- Our auditors
- Survey and research organisations
- Health authorities such as the NHS
- Security organisations
- Health and social welfare organisations such as the school nurse
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunal
- Schools or MAT's
- Delivery Partners and Hubs
- Brighton University for partnership staff working with trainees undertaking the PGCE Programme.

Transferring data internationally

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

- App or cloud server providers

Where we transfer your 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, you can get a copy of these arrangements by contacting us.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We are required to share information about our school employees with the Department for Education (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our independent Data Protection Officer, Shane Williams, from Global Policing by emailing data@globalpolicing.co.uk or calling 0161 510 2999.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting our independent Data Protection Officer, Shane Williams, from Global Policing by emailing data@globalpolicing.co.uk or calling 0161 510 2999.

Contact

If you would like to discuss anything in this privacy notice, please contact: Shane Williams, from Global Policing by emailing data@globalpolicing.co.uk or calling 0161 510 2999.

How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department for Education (DfE) has robust processes in place to ensure that 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 Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

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

How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you

- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE): <https://www.gov.uk/contact-dfe>