



PRIVACY NOTICE FOR THE GLF WORKFORCE

Under data protection law, individuals have a right to be informed about how GLF Schools (“The Trust”, which includes staff working in schools and at GLF’s office) 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 the individuals we employ, or otherwise engage, to work at The Trust.

For the purposes of this Privacy Notice “staff” and “otherwise engage” mean, but is not limited to:

- Agency / Supply staff
- Apprentices
- Contractors, including peripatetic staff, directly employed to work for GLF Schools
- Employees of GLF Schools, paid, or unpaid
- Governors (School Standard Board/SSB members)
- Members and Trustees
- Volunteers

We, GLF Schools, are the ‘data controller’ for the purposes of data protection law. Our Data Protection Officer’s contact details are in the ‘Contact us’ at the end of this privacy notice.

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at The Trust.

Personal data 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 licences
- Photographs
- CCTV footage
- Data about your use of The Trust's information and communications systems

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation
- Trade union membership, used to deduct union fees via payroll
- Health, including any medical conditions, which is used to support you at work, and sickness records for attendance and health purposes

Why we use this data

The purpose of processing this data is to allow GLF Schools to function, including to:

- Select you for employment
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils and undertake checks with the Disclosure and Barring Service (DBS)
- Enable you to be paid
- Support effective performance management
- Inform our recruitment and retention policies
- Allow financial modelling and planning
- Enable ethnicity and disability monitoring
- For your health and safety
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you when:

- You have given us consent to use it in a certain way

- We need to protect your vital interests (or someone else’s interests)
- We have legitimate interests in processing the data - for example:
 - your vehicle details to facilitate health and safety
 - passport details for overseas trips and activities

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 can withdraw your consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust’s use of your data.

Collecting this information

Most of the information we collect from you is mandatory. There is some information that you can choose not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We create and maintain an employment file for each staff member. The information contained in this file is kept secure. Access is limited to only those who need to use it and is only used for purposes directly relevant to your employment.

Some of your information is stored in a paper-based file at school and some is stored electronically on GLF Schools IT hardware and cloud-based servers.

Once your employment with us has ended, we will retain your file and delete the information in it in accordance with our Retention Schedule. A copy of this is available at www.glfschools.org.

Data sharing

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:

- **The local authority** to meet our legal obligations to share certain information with it, such as safeguarding concerns
- **The Department for Education** for the Work Force Census and to record governors and senior staff on their database “Get Information about Schools”
- **Your family or representatives** in the case of an emergency
- **Ofsted and other regulators** may be given a staff list during a visit
- **Suppliers and service providers** to enable them to provide the service we have contracted them for, such as DBS checking and occupation health services
- **Financial organisations** for both pay and deductions i.e. Additional Voluntary Contribution providers, payroll and student loan companies

- **Central and local government** has information passed to them for taxation (HMRC), pension (Local Government Pension and Teachers' Pension schemes), to register trustees (Companies House) and for Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) (HSE) purposes
- **The auditors** take a random sample of staff files to check pay is being applied and that Single Central Register (SCR) checks have been undertaken and recorded correctly
- **Trade unions and associations** for union contributions and work-related matters
- **Health authorities** in the event of communicable diseases
- **Professional advisers and consultants** for professional development, training and courses
- **Organisations providing educational support** such as class-based IT learning software systems
- **Police forces, courts, tribunals** to assist with investigations, safeguarding and disputes
- **Other employers** when asked for references
- **Professional bodies**, such as solicitors who assist the school with legal issues

Transferring data internationally

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

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 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 shared with, 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 your school, or for staff based at GLF Schools office, your head of department.

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 your school, or for staff based at GLF Schools office, your head of department.

Further information

Further information can be found in GLF School's Data Protection Policy (insert link).

Contact us

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

- **Annette Wiles**
- **GLF Schools, Picquets Way, Banstead, Surrey SM7 1AG**
- **a.wiles@glfschools.org**

Complaints

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

If you think 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.

To make a complaint, please contact our Data Protection Officer.

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
- Write to The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

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Monitoring & Evaluation: Data Protection Officer

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- School websites
- Employee on-boarding pack