

## **Privacy Notices:**

### **The Trust workforce: those employed to teach, or otherwise engaged to work at the Trust**

#### **Who we are**

The Bay Learning Trust is a Multi-Academy Trust operating Academies. It is an exempt charity whose Principal Regulator is the Department for Education. We are a Data Controller for the purposes of Data Protection legislation and registered with the Information Commissioner's Office for this purpose under registration number [Z2647893].

#### **How we use your information**

We process personal data relating to those we employ to work at, or otherwise engage to work at, our Trust. This is for employment purposes to assist in the running of the Trust and/or to enable individuals to be paid. The collection of this information allows us to:

- Perform the contract of employment between staff members and the Trust
- improve the management of workforce data across the sector
- enables the development of a comprehensive picture of the workforce and how it is deployed
- informs the development of recruitment and retention policies
- allows better financial modelling and planning
- enables ethnicity and disability monitoring; and
- supports the work of the Trust

This personal data includes identifiers such as names, addresses, identification codes, National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and sickness/absence information.

Where information we are processing falls into a special category of personal data (currently known as sensitive personal data), we will only process this information with your explicit consent, or where the law places a legal obligation upon us and we can lawfully do so without obtaining prior explicit consent.

#### **Storing your data**

We hold your personal data for no longer than is necessary and in line with our contracts of employment and the retention section of our Data Protection and Freedom of Information Policy, which can be found in the policies section of the school website:

[https://www.ripleystthomas.co.uk/\\_images/Content/pdfs/Policies/Data%20protection%20policy%202017.pdf](https://www.ripleystthomas.co.uk/_images/Content/pdfs/Policies/Data%20protection%20policy%202017.pdf)

[https://www.ripleystthomas.co.uk/\\_images/Content/pdfs/Policies/Freedom%20of%20Information%20Policy%20\[October%202016\].pdf](https://www.ripleystthomas.co.uk/_images/Content/pdfs/Policies/Freedom%20of%20Information%20Policy%20[October%202016].pdf)

Details of the security measures in place to protect personal data are set out in this policy.

### **Who do we share your personal data with?**

We will not share information about you with third parties without your consent or unless the law allows us to. Where we share your information with processors, they may on occasion use their own sub-processors and share personal data with these sub-processors. We only permit our processors to use sub-processors with our prior consent. You can obtain further information about sub-processors used by contacting the Data Protection Officer. We are required, by law, to pass on some of this personal data to:

- the Department for Education (DfE), OfSTED and Her Majesty's Inspectorate
- the Teacher Pension Agency (TPA) - <https://www.teacherspensions.co.uk/public/legal.aspx>
- the Local Government Pension Agency (LGPA)
- the Local Designated Safeguarding Officer
- Third party agencies involved in the investigation of safeguarding allegations against staff working with children

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.ripleysthomas.co.uk/images/Content/pdfs/Policies/Data%20protection%20policy%202017.pdf>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

We also routinely share your personal data with:

- Microsoft (Office 365 suite)
- Capita SIMS
- Schools Cash Office
- SISRA
- Teachers2Parents
- MyALPS
- DropBox
- Firefly
- Cooke & Cree Solutions
- BlueSky
- Every Maintenance Helpdesk
- Sophos
- SAGE Accounting
- HCSS
- Google (Google Drive)

### **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 the Trust's Data Protection Officer who will be able to process your request.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>  
If we are relying on consent to process your information, you have the right to withdraw your consent to us processing such information at any time. If you wish to withdraw consent, please contact the Trust's Data Protection Officer (contact details are below).

**Contact:**

If you want to see a copy of information about you that we hold or if you would like to discuss anything in this privacy notice, please contact:

- Data Protection Officer  
The Bay Learning Trust  
The Lodge  
Ripley St Thomas CE Academy  
Ashton Road  
Lancaster  
LA1 4RR