



**ASCENSION**  
CATHOLIC ACADEMY TRUST

## **Ascension Catholic Academy Trust (ACAT)**

### **Privacy Notice for the ACAT Workforce**

Approved by ACAT Board - (March 2023)

#### **How we use ACAT Workforce's information**

Under data protection law, individuals have a right to be informed about how ACAT 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 **individuals we employ, or otherwise engage, to work at ACAT.**

ACAT is the 'Data controller' for the purposes of data protection law.

We have appointed Grow Education Partners Ltd as our Data Protection Officer (DPO) and the responsible contact is David Coy (see 'Contact us' below).

#### **1. The personal data we collect and hold**

Personal data that we may collect, use, store, and share (when appropriate) about those we employ or otherwise engage to work at ACAT includes, but is not restricted to:

- Personal information (such as name, date of birth, national insurance number, next of kin, dependents and marital status).
- Contact details (such as telephone number, email address, postal address, for you and your emergency contacts).
- Protected characteristics (such as trade union membership, nationality, language, ethnic origin, sexual orientation and religion or belief, where this has been provided).
- Relevant medical information (such as physical or mental health conditions, including for any disabilities for which the organisation needs to make any reasonable adjustments to fulfil its duty of care).
- Information about your remuneration (such as salary, annual leave, pension, bank details, payroll records, tax status and benefits information).
- Information from pre-employment background checks (such as criminal record and online search).
- Recruitment information (such as 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 (such as work history, job titles, working hours, training records and professional memberships).

- Assessments of your performance (such as appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence).
- Outcomes of any disciplinary and/or grievance procedures, including any warnings issued to you and related correspondence.
- Details of periods of absence (such as holiday, sickness, family leave, sabbatical, including the reasons for the leave).
- Photographs and video (for internal safeguarding and security purposes, school newsletters, media and promotional purposes).
- Closed-Circuit Television (CCTV) footage.
- Data about your use of ACAT schools information and communications systems.

We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks, and from the Disclosure and Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the information we collect on the ACAT Workforce can be requested by contacting [admin@ascensioncat.org](mailto:admin@ascensioncat.org).

## 2. Why we collect and use this data

The purpose of collecting and processing includes but is not limited to:

- Running ACAT schools in an effective and efficient manner.
- Enabling you to be paid and other benefits to be provided.
- Facilitating safeguarding as part of our safeguarding obligations towards pupils.
- Fulfilling our legal obligations in recruiting individuals to ACAT Workforce.
- Supporting effective performance management and appraisal.
- Supporting effective management of ACAT workforce, along with the implementation of school policies and procedures.
- Providing feedback to your training centre and awarding body.
- Informing our recruitment and retention policies.
- Allowing better financial modelling, administration and planning.
- Providing references where requested.
- Equalities monitoring and reporting.
- Responding to any school workforce issues.
- Improving the management of workforce data across the sector.
- Supporting the work of Teachers' Review Body.
- Assessing the quality of our services.
- Complying with the law regarding data sharing.

## 3. The lawful basis for using this data

This section contains information about the legal basis that we are relying on when handling your information. These are defined under Data Protection Legislation and for personally identifiable information are:

- To fulfil a contract with you.
- You have given consent for one or more specific purposes.
- Processing is necessary to comply with ACAT's legal obligations.

- Processing is necessary to protect your vital interests.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).
- Processing is necessary for ACAT's legitimate interests or the legitimate interests of a third party.

When we process special category information, which is deemed to be more sensitive, the following lawful bases are used:

- You have given explicit consent.
- Employment, social security and social protection.
- It is necessary to fulfil ACAT's obligations or your obligations.
- It is necessary to protect your vital interests.
- Processing is carried out by a foundation or non-profit organisation (includes religious, political or philosophical organisations and trade unions).
- Reasons of public interest in the area of public health.

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

#### **4. Collecting this data**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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

#### **5. How we store this data**

We collect, store and process data for each member of the ACAT Workforce. The information is contained in a virtual and/or physical file which is kept secure and only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy, a copy of which can be requested from ACAT via [admin@ascensioncat.org](mailto:admin@ascensioncat.org).

#### **6. Who we share data with**

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to:

- Our local authority, to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about headteacher performance and staff dismissals.
- The Department for Education, to meet our legal obligations to share certain information.
- Educators and examining bodies, to ensure we adhere to examining regulations to guarantee the validity of examinations.
- Training centres and awarding bodies, in order to provide information and feedback on your performance.

- Your families and representatives, such as in the event of an emergency.
- Financial organisations e.g. Pension Scheme, HMRC.
- Ofsted, during the course of a school inspection.
- Suppliers and service providers, to enable them to provide the service we have contracted them for such as HR, payroll and IT.
- Central and local government, such as workforce analysis.
- Our auditors, to ensure compliance with our legal obligations.
- Health authorities (NHS), Occupational Health and employee support schemes, to ensure the wellbeing of our staff body.
- Health and social welfare organisations.
- Professional advisers and consultants, for us to develop our services and best provide our public service.
- Trade Unions and Professional Associations, to enable them to provide the service their members require.
- Charities and voluntary organisations.
- Police forces, courts, tribunals, security organisations, to create a secure workplace for all staff.
- Professional bodies.
- Employment and recruitment agencies as well as future employers, to support reference requests.

## 7. Transferring data internationally

We may send your information to other countries when:

- We or a company we work with store information on computer servers based overseas; or
- We communicate with you when you are overseas.

We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confer the same level of protection to your personal data.

For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk.

Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

## 8. Why we share your information

In order to successfully perform our key functions, we need to share personal data with organisations. For example, 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 ACAT Workforce) (England) Regulations 2007 and Amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment of educational attainment.

We are required to share information about our staff with the (DfE) under Section 5 of the Education (Supply of Information about ACAT Workforce) (England) Regulations 2007 and Amendments.

## 9. Data collection requirements

The Department for Education (DfE) collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools, and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under Sections 113 and 114 of the Education Act 2005.

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>.

The Department may share information about school employees with third parties who promote the education or wellbeing 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 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 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.

For more information about the Department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the Department: <https://www.gov.uk/contact-dfe>

## 10. Data Protection Rights

Individuals have a right to make a '**subject access request**' to gain access to personal information that ACAT 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.
- NOT provide information where it compromises the privacy of others.
- 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.

In most cases, we will respond to subject access requests within 1 month, as required under Data Protection Legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

### **Your other rights regarding your data:**

You may:

- Withdraw your consent to processing at any time. (This only relates to data for which ACAT relies on consent as a lawful basis for processing).
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied.
- Prevent the use of your personal data for direct marketing.
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests.
- Request a Copy of Agreement under which your personal data is transferred outside of the United Kingdom.
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect you).
- Request a cease to any processing that is likely to cause damage or distress.
- Be notified of a data breach in certain circumstances.
- Refer a complaint to the ICO.
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

ACAT will comply with the Data Protection Legislation in regard to dealing with all data requests submitted in any format, but individuals are asked to preferably submit their request in written format to assist with comprehension.

If you would like to exercise any of the rights or requests listed above, please contact ACAT via [admin@ascensioncat.org](mailto:admin@ascensioncat.org), who will forward your request to the CFO. We will provide a form for you to complete in order for us to action a request.

We reserve the right to verify the identity of the person making the request by asking for Photo ID. If this proves insufficient, then further ID may be required.

## 11. Data protection breaches

If you suspect that you or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, we ask that you please contact ACAT via [admin@ascensioncat.org](mailto:admin@ascensioncat.org) and advise us without undue delay.

## 12. 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.

To make a complaint, please contact our independent Data Protection Officer, David Coy, (Email: [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) Tel: 07903 506531).

Alternatively, you can refer 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

## 13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either ACAT3 Data Manager or our independent Data Protection Officer, David Coy (Email: [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) Tel: 07903 506531).