



Staff Privacy Notice

How we use your information when you work for Acer Trust

Acer Trust is committed to protecting your privacy. This privacy notice explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold.

This privacy notice concerns people who work or volunteer for Acer Trust (staff).

Acer Trust is the controller of personal information, and is subject to the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

What information we hold about you

The categories of personal information that we collect, hold and share include:

- Personal information (such as name, date of birth, address, telephone number, bank account details, national insurance number, contact details, photographs, your nationality and your country of birth);
- Professional information (such as name, job title, work email address and work phone number)
- Characteristics (such as disability, gender, race or ethnicity, religion or belief, sexual orientation, the languages you speak);
- Employment information (such as attendance records, disciplinary records, performance management information, appraisal records and training records, data created in the course of your duties);
- Skills and experience information (such as details provided as part of your application, CV, employment history, references provided by previous employers, results of selection tests and notes made at the selection activities);
- Medical information (such as doctor contact details, relevant medical conditions, pre-employment medical questionnaires, fit notes received from your doctor and reports from our Occupational Health provider);
- Contract information (such as start date, salary history and current salary, terms and conditions of employment, income tax and national insurance contributions, membership of pension schemes, other employment benefits);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold;
- Activity information (such as emails, IT logs, access logs, phone logs and recordings, CCTV, and documents created or captured in the course of your employment).

Why we collect and use your information

We use staff information to:

- Enable your employment at Acer Trust;
- Facilitate the execution of your duties;
- Enable to discharge of our contractual and statutory obligations towards yourself;
- Enable assessment and improvement of the workforce;
- Inform the development of employment policy and strategy;
- Further the aims of the Acer Trust;
- Complete payroll activities, including processing tax, pension, national insurance and other deductions;
- Comply with the law regarding data sharing;
- Comply with other legal and contractual obligations.

The lawful basis for processing this information

Under data protection legislation, we are able to process information on certain legal grounds (bases). In the case of staff information, we collect and use information under the following bases:

- The fulfilment of contract (which includes actions to move towards a contract);
- Legal obligation;
- Public task;
- In selected cases, legitimate interests;
- In the case of high risk or sensitive data, employment law and the legitimate activities of a charity or not-for-profit body.

Collecting this information

The majority of the information you provide to us is necessary for us to process your application and meet our obligations as an employer, and failure to supply such information may mean that we are unable to fulfill our contract of employment with you.

On the other hand, some staff information is provided to us on a voluntary basis, for example, information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

Storing this information

We store staff information securely and in line with our Data Protection Policy and associated procedures. A copy of our Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing nhills@maschool.org.uk.

Unless otherwise noted below, we will retain your personal information for 6 years from the academic year in which you leave our employment or cease volunteering with us.

Data which we hold for a shorter period time is listed below:

- Information stored on IT accounts is kept for up to 6 months;
- Family / emergency contact information is kept for 12 months;
- Bank details are kept for 12 months.

Who we share this information with

We routinely share staff information with a number of selected partners, including:

- Relevant Local Authorities;
- Department for Education;
- IT services providers;
- MIS system providers;
- Payroll providers;
- Pension providers;
- Solicitors;
- Occupational health providers;
- Her Majesty's Revenue and Customs;
- Courts and tribunal services;
- Department for Work and Pensions;
- Auditors;
- Banks;
- BACS;
- HR Consultants;
- Secure document disposal providers;
- Teaching Regulation Agency;
- DBS check providers.

We do not share information about our staff with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with the consent of the staff member concerned. Where data is routinely shared, a data processing agreement will be established to ensure the protection of staff information.

Professional information

Staff members' professional information may be shared with external partners and, in some cases, published on our websites, as required for the execution of their duties. For the facilitation of effective working across the Acer Trust, your professional information, including contact details and photographs, may be shared with colleagues, including within Trust-wide communications such as newsletters.

Local Authority

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

Department for Education (DfE)

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

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

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>

Requesting access to your personal data

Under data protection legislation, you have the right to:

- Request access to the information we hold about them (Subject Access Request);
- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data;
- 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/or
- Claim compensation for damages caused by a breach of the data protection regulations.

Concerns

If you have a concern about the way we are collecting or using your personal data, we request 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/>

How to contact us

In order to raise a concern, make a request to exercise your data rights or to discuss anything in this privacy notice, please contact:

Jamie Wade, Chief Operations and Finance Officer & Data Protection Officer

Email: c/o office@acertrust.org.uk

Address: Acer Trust
Matthew Arnold School
Arnolds Way
Oxford OX2 9JE