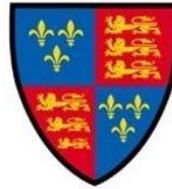




**KING EDWARD VI  
FOUNDATION  
BIRMINGHAM**  
*Educational excellence for our City*



**KING EDWARD VI  
ACADEMY TRUST  
BIRMINGHAM**

## Privacy Notice for Staff

|                                 |  |
|---------------------------------|--|
| <b><i>Responsible Board</i></b> | Academy Trust Board and Foundation Board |
| <b><i>Policy Type</i></b>       | Central Foundation & Trust-Level Policy  |
| <b><i>Policy Owner</i></b>      | Risk and Compliance                      |
| <b><i>Statutory</i></b>         | Yes                                      |
| <b><i>Publish Online</i></b>    | Yes                                      |
| <b><i>Date Adopted</i></b>      | May 2022                                 |
| <b><i>Last Review Date</i></b>  | May 2023                                 |
| <b><i>Review Cycle</i></b>      | Annual                                   |
| <b><i>Next Review Date</i></b>  | May 2024                                 |
| <b><i>Expiry</i></b>            | July 2024                                |
| <b><i>Version</i></b>           | 1  |

## 1. Privacy Notice (How we use workforce information)

- 1.1. The Schools of King Edward VI in Birmingham (the 'Foundation') and the King Edward VI Academy Trust Birmingham (the 'Academy Trust') collect and use certain types of personal information about staff, pupils, parents, and other individuals who encounter the Foundation and Academy Trust in order to provide education and associated functions. Both entities are required by law to collect and use certain types of information to comply with statutory obligations related to employment, education and safeguarding, and this privacy notice details how your personal information is dealt with properly and securely and in accordance with the General Data Protection Regulation ('GDPR') 2018, the Data Protection Act 2018 and other related legislation.

### 1. Definitions

| Term                  | Definition   |
|-----------------------|--|
| Personal data         | Data from which a person can be identified, including data that, when combined with other readily available information, leads to a person being identified                                    |
| Special category data | These are data about ethnic origin, political opinions, religious or similar beliefs, trade union membership, health, sex life, criminal proceedings or convictions, genetic or biometric data |
| Processing            | Obtaining, recording or holding data   |
| Data subject          | The person whose personal data is held or processed  |
| Data controller       | A person or organisation that determines the purposes for which, and the manner in which, personal data is processed   |
| Data processor        | A person, other than an employee of the data controller, who processes the data on behalf of the data controller   |

### 2. The data we collect and how it is used

- 3.1. We will comply with data protection law. This says that the personal data we hold about you must be:
- used lawfully, fairly and in a transparent way.
  - collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
  - relevant to the purposes we have told you about and limited only to those purposes.
  - accurate and kept up to date.
  - kept only as long as necessary for the purposes we have told you about; and - kept securely.

- 3.2. The data we collect on you includes:

- 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 license

3.3. We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to, information about:

- Any health conditions you have that we need to be aware of - Sickness records
- Photographs and CCTV images captured in school
- Trade union membership

3.4. We use this personal data to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector - Support the work of the School Teachers' Review Body

3.5. Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.

3.6. While most of the information we collect about you is mandatory, there is some information that can be provided voluntarily – this will be made clear when its requested. We may also obtain information about you from external sources such as the police and local authorities.

3.7. Collecting and using your information is lawful because:

- the processing is necessary for the performance of your employment contract.
- the processing is necessary for the performance of a legal obligation

- the processing is necessary to protect the vital interests of others, i.e., to protect pupils from harm; and
  - the processing is necessary for the performance of our education function which is a function in the public interest.
- 3.8. If you fail to provide certain information when requested, we may not be able to provide you with employment through the Foundation/Academy Trust, or we may be prevented from complying with our legal obligations as an employer.

### **3. Sharing your information with others**

- 4.1. We do not share information about you with any third party without consent unless the law and our policies allow us to do so.
- 4.2. Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:
- Birmingham City Council
  - Government departments or agencies
  - Our regulator (Ofsted and the Independent Schools Inspectorate) - Suppliers
- 4.3. Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

### **4. Your rights and DPO details**

- 5.1. Under data protection legislation, you have the right to request access to information that we hold. To make a request contact [dataprotection@ske.uk.net](mailto:dataprotection@ske.uk.net)
- 5.2. 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.
- 5.3. If you have a concern or complaint 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/>.
- 5.4. 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 [dataprotection@ske.uk.net](mailto:dataprotection@ske.uk.net).

- 5.5. Further information on your data rights and how long we retain your information can be found in our Data Protection Policy and Procedures
- 5.6. If you would like to discuss anything in this privacy notice, please contact Tim Hasker, Data Protection Officer for the Academy Trust, and Foundation via [dataprotection@ske.uk.net](mailto:dataprotection@ske.uk.net)