



Privacy Notice for Staff, Suppliers and Stakeholders

Executive owner: Chief Information Officer

Author: Chief Information Officer

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**Schools,
teachers and
pupils freed
to succeed.**
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Context

This Privacy Notice is intended to provide clear information regarding how BMAT will treat any Personal Data that we collect, process and store.

For more information about how we protect our data, please also read the **BMAT Data Protection and Freedom of Information Policy**, available on our Trust and school websites.

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Who Should Read This Notice?

This privacy notice provides a description of how BMAT handles and uses personal data belonging to people from the following groups:

- All BMAT staff
- BMAT Directors, Trustees and members of Local Governing Bodies
- Suppliers, contractors and other individuals providing support or services to BMAT
- Any individual who is not a parent or carer of a pupil on roll within BMAT (for pupils, parents and carers, please see the specific privacy notice on the BMAT website)

How BMAT uses your data

The categories of information that we process

These may include the following personal information and special category personal information:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- payroll and pension information
- relevant medical information (for example, information related to Occupational Health)
- information related to the safeguarding of children (eg DBS checks)
- information related to job applications, including reference requests from employers and/or education institutions

Why we collect and use your information

We use this information to:

- a) enable the analysis and development of a balanced workforce
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid and the accurate reporting and management of our statutory obligations with regard to paying people (eg tax, national insurance, pensions)
- d) safeguard the children in our care
- e) inform our commitment to equality in the workplace
- f) maintain an accurate record of contracted and other services provided to BMAT.

Under the General Data Protection Regulation (GDPR), the legal bases we rely upon for processing personal information for general purposes are:

- We are required to do so by law (Legal obligation)
- We are a public body and processing is in the public interest (Public Task)
- We have asked you if we can process your data for a specific purpose and you have said yes (Consent)

Collecting your information

We collect personal information via:

- Contracts with staff and suppliers
- Requests for contact information DBS checks

- References taken in order to quality assure appointments to the staff body, governance functions or supply of services

Your information is essential for BMAT's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing your information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please read the **BMAT Data Protection and Freedom of Information Policy**, available on our Trust and school websites.

Who we share your information with

We routinely share this information with:

- our local authority
- the Department for Education
- HMRC
- Our external payroll and HR service

Why we share your information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

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 School Workforce) (England) Regulations 2007 and amendments.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

We are required to share information about our school employees with the (DfE) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you (subject to any exemptions) that we hold. To make a request for your personal information, please contact us on the details given in the Contact section, below.

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

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

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

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 the school or the Trust, using their relevant contact pages.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. For the most recent date of review, please see the version history on the covering page of this Notice.

Contact

If you would like to discuss anything in this privacy notice, please contact: datahelp@bmatrust.org.uk

How Government uses your data

The workforce data that we lawfully share with the Department for Education (“the Department”) through data collections:

- informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports ‘longer term’ research and monitoring of educational policy

Data collection requirements

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>.

Sharing by the Department

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

Find out what personal information the Department holds about you

Under the terms of the Data Protection Act 2018, you’re entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they’re holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a ‘subject access request’. Further information on how to do this can be found within the Department’s personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

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