



## Privacy notice for staff

### Who processes your information?

Ark John Keats Academy is part of the academy trust called Ark Schools. Ark Schools is the organisation which is in charge of your personal information. This means that Ark Schools is called the 'Data Controller'. The postal address for Ark Schools is The Yellow Building, 1 Nicholas Road, London, W11 4AN.

If you want to contact us about your personal information you can contact our school data protection lead, who is Ark John Keats Academy. You can speak to him / her in school or you can leave a letter at reception or send one by post or email by emailing [j.grewal@arkjohnkeatsacademy.org](mailto:j.grewal@arkjohnkeatsacademy.org). You can also email Ark Schools' Data Protection Officer using the email address [dataprotection@arkonline.org](mailto:dataprotection@arkonline.org).

Your data may be shared with third parties, where it is necessary for us to do so and we have a lawful basis to do so.

### Why do we need your information?

We have the legal requirement, a contractual obligation and a legitimate interest to collect and process your personal data, including those in relation to the following:

- To comply with our legal obligations in terms of reporting;
- To fulfil our commitments as an employer;
- In order for suppliers to be able to work with us to deliver services and products;
- Protect everybody's welfare;
- For training purposes;
- Ensure there is safe and successful working and learning environment.

### Information that we collect, process, hold and share

This includes:

- Personal information (such as name, address, 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 information (including bank account details);

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- Sensitive information (special category personal data) medical information, ethnic group and trade union membership if you supply it.

## The lawful basis on which we process this information

- Article 6 1(a) of the GDPR which allows processing that is necessary in order for the school to function;
- Article 6 1(b) of the GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(d) of the GDPR which allows processing that is necessary to protect vital interests;
- Article 6 1(e) of the GDPR which allows processing that is in our legitimate interests;
- Article 6 1(f) of the GDPR which allows processing with your consent;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;
- Article 9 2(j) of the GDPR which allows the processing of special category data when it is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

The processing of personal data and the identification of a relevant lawful basis of processing is subject to an ongoing review and is consistently being reviewed as part of our efforts to adhere to the principles of data protection.

## Storing your data

Your data is processed using a combination of cloud-based information management systems, cloud storage and sharing facilities, on local file servers and in paper copies. In accordance with data protection legislation it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

We have a policy which explains how long we keep information. It is called a Data Retention Schedule and you can ask for a copy at reception and can be found in the Ark Library.

## Transfer outside of the European Economic Area (EEA)

We do not normally transfer your information to a different country outside the EEA. However, some of our external third-party support partners are based outside the EEA so their processing of your personal data will involve a transfer of data outside the EEA.

Whenever we transfer your personal data out of the EEA, we ensure a similar degree of protection is afforded to it by ensuring at least one of the following safeguards is implemented, including:

- We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission;

- Where we use certain service providers, we may use specific contractual clauses approved by the European Commission which give personal data the same protection it has in Europe.

## Who we share your data with

We do not share your information with anyone without permission unless the law says we can or should. We share information with the following:

### **Local Authority**

We are required to share information about our workforce staff members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (No 2) (England) Regulations 2007 and amendments.

### **Department for Education**

The Department for Education (DfE) collects personal data from various sources, including educational settings and local authorities via various statutory data collections. We are required to share information about our children and young people with the DfE for the purpose of those data collections, under:

Examples for school workforce staff census:

- 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 the DfE under a combination of software and hardware controls, which meet the current government security policy framework;

### **Other third parties**

- We disclose your phone number and email address to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children;
- We disclose details about you, including national insurance number and bank details, to our payroll provider to enable you to be paid;
- Our HR People team will hold information about you. Our system supplier can also see your personal data for the purposes of HR People management;
- We share your identity and pay information with HMRC in conjunction with your legal obligation to pay income tax and make national insurance contributions;
- Where you have decided to become part of a salary sacrifice scheme such as that for child care vouchers, we share your details with the provider to the extent necessary for them to provide the vouchers to you. We also share your personal data with our 'Rewards' providers;
- We share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS [or state if different].

There are some additional external organisations that your data may be shared with:

- Your new school if you move schools;

- Disclosures connected with SEN support;
- School nurse/ counsellor and CAMHS (Child and Adolescent Mental Health Service);
- Educators, examining bodies and our regulator Ofsted;
- Suppliers and service providers – to enable them to provide the service we have contracted them for;
- Central and local government;
- Survey, research and security organisations;
- Health authorities, health and social welfare organisations;
- Financial organisations, professional advisers and consultants including our auditors;
- Charities, voluntary organisations and professional bodies;
- Police forces, courts, tribunals.

## What are your rights?

You have the right to do the following:

- You can ask us for a copy of the information we have about you. This is called a ‘subject access request’;
- You can ask us to correct any information we have about you if you think it is wrong;
- You can ask us to erase information about you (although we may have good reasons why we cannot do this);
- You can ask us to limit what we are doing with your information;
- You can object to what we are doing with your information;
- You can ask us to transfer your information to another organisation in a format that makes it easy for them to use.

Ark Schools aims to comply fully with its obligations under the GDPR. If you have any questions or concerns regarding Ark management of personal data including your subject rights, please contact the Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) who is responsible for ensuring Ark Schools is compliant with the GDPR. If Ark holds inaccurate information about you, Data Protection Officer ([dataprotection@arkonline.org](mailto:dataprotection@arkonline.org)) explaining what the problem is and where appropriate provide with any evidence to show what the information should say. Keep copies of the correspondence. If after a reasonable amount of time (28 days is recommended) the information has not been corrected, you can make a complaint. If you feel that your questions / concerns have not been dealt with adequately on any data protection matter please get in touch with us and the matter will be escalated to our Director of Governance. If you remain unhappy with our response or if you need any advice you can contact the Information Commissioner’s Office (ICO). Please visit their website ([www.ico.org.uk/concerns](http://www.ico.org.uk/concerns)) for information on how to make a data protection complaint.