

# Privacy Notice for Directors, Trustees and Members

March 2024

## Privacy notice for staff

Under the General Data Protection Regulations (GDPR), individuals have a right to be informed about how Hadrian Learning Trust uses any personal data that we hold about them.

This summary provides information on the kinds of personal data we hold as an organisation about individuals we engage, to work with our Educational Trust, as Directors, Trustees or Members, and why and how we might use it.

## The personal data we hold

We process data relating to those we employ, or otherwise engage at our schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Date of birth and gender
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter as part of the application process
- Qualifications and training records.
- Outcomes of any disciplinary and/or grievance procedures
- Photographs
- Data about your use of school's information and communications system

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions

## Why we use this data

The purpose of processing this data is to help us run the schools, including to:

- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Enable ethnicity and disability monitoring
- Improve the management and reporting of workforce data across the sector

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way

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 We will make this clear when requesting your consent and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trusts use of your data.

### **Collecting this information**

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 you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is 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 schedule.

### **Data Sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority - to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Our regulator (Ofsted)
- Financial organisations
- Central and local government
- Our auditors
- Survey and research organisations
- Security organisations
- Professional advisors and consultants
- Police forces, courts, tribunals
- Professional bodies

### **Transferring data internationally**

Where we transfer personal data to a different country or territory we will do so in accordance with data protection law.

## Your rights

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust 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
- 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. If you would like to make a request please contact our Data Protection Officer; Dave Clay ([admin@qehs.net](mailto:admin@qehs.net))

## Your rights regarding your data

Under data protection law individuals have certain rights regarding how their personal data is used and kept, you have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or a machine rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance.

To make a complaint please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office. Information can be found online at <https://ico.org.uk/make-a-complaint/> or by calling 0303 123 1113.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer; Dave Clay at [admin@qehs.net](mailto:admin@qehs.net)