

Privacy notice for the school workforce: those employed to teach, or otherwise engaged to work at a school

The Gallery Trust has the legal right and a legitimate interest to collect and process personal data relating to those we employ to work at the Trust, or those otherwise contracted to work at the Trust. We process personal data in order to meet the requirements set out in UK employment, school and safeguarding law, including those in relation to the following:

- Trust Funding Agreement and Articles of Association
- Safeguarding Vulnerable Groups Act
- The guidance “Keeping Children Safe in Education”
- The Childcare (Disqualification) Regulations 2009

We process personal data for employment purposes to assist in the running of the Trust and to enable individuals to be paid. The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring
- supporting the work of the School Teachers’ Review Body

This personal data includes identifiers such as names and National Insurance numbers and characteristics such as ethnic group, employment contracts and remuneration details, qualifications and absence information.

If staff members fail to provide their personal data, there may be significant consequences, including the failure and inability to pay salaries and failure to meet legal compliance. Staff members’ personal data is only sought from the data subject. No third parties will be contacted to obtain staff members’ personal data without the data subject’s consent unless the law requires the school to do so.

In accordance with the above, staff members’ personal data is used for the following reasons:

- Contractual requirements
- Employment checks, e.g. right to work in the UK
- Salary requirements
- Legislative compliance
- Safeguarding and Safer Recruitment requirements
- Monitoring purposes
- Workforce planning
- HR administration and processes

We will not share information about you with third parties without your consent unless the law allows us to. We are required by law to pass on some of this personal data to Oxfordshire County Council and the Department for Education (DfE).

Where necessary, third parties may be responsible for processing staff members' personal information. Where this is required, the school places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, will not be retained indefinitely and complies with the Records Management Toolkit for Schools.

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request in writing access to the personal data that the Trust holds.
- Request in writing that your personal data is amended.
- Request in writing that your personal data is erased.
- Request in writing that the processing of your data is restricted.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Staff members also have the right to lodge a complaint with the Information Commissioner's Office (ICO) in relation to how The Gallery Trust processes their personal data.

If you require further information about how we and/or the DfE store and use your personal data, please visit <https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>, Records Management Toolkit for Schools or address your query in writing to The Gallery Trust's Data Protection Officer – s.hunston@thegallerytrust.co.uk