



Ark Schools Privacy Notices - School Workforce

Who we are

ARK All Saints Academy is part of the Academy Trust called Ark Schools. For the purposes of Data Protection legislation, the Academy Trust is the 'Data Controller'. This means it is in charge of personal data about you. The postal address of the Trust is: 65 Kingsway, London WC2B 6TD. In this policy 'we' and 'us' means the Academy Trust.

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

The Information Governance Manager for the Trust is Janine White. She can be contacted at janine.white@arkonline.org. If you want to contact us about your personal information you can also contact your school data protection lead, who is Tara Pope, Operations Director. You can speak to her in school or you can leave a letter at reception or send one by post.

How we use your information

We process personal data relating to those we employ to work at, or otherwise engage to work at, Ark Schools. This is for employment purposes to assist in the running of Ark Schools and / or to enable individuals to be paid.

This personal data includes identifiers such as names and national insurance numbers, employment contracts and remuneration details, qualifications and absence information. It will also include sensitive personal data such as ethnic group, medical information and trade union membership (if you choose to supply this information to us).

Use of Biometric Information

What biometric information is and how it will be used

Each person's fingertip consists of a unique set of features. When a member of staff first joins us, their finger is scanned for the first time, the reader records the unique details (This is not a fingerprint in the traditional sense). These are then converted into an encrypted digital code that is stored and matched on future scans – no actual image of the finger is stored on the secured system and it cannot be retrieved or reproduced in any way.

There are laws that control the way schools may or may not use this biometric information. For example:

- (a) we cannot use the information for any purposes that we have not told you about;
- (b) we must store the information securely;

(c) unless the law allows it, we cannot disclose personal information to anyone else. You should be aware that we are using software provided by *Biostore* and they maintain the system.

During the recruitment process we may receive information about you from a previous employer or an educational establishment that you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way 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 to which Ark Schools is subject, for example our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement, then we will explain why we need it and what the consequences are if it is not provided.

How we share your information with third parties

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 the personal data which we collect to our local authority and the Department for Education (DfE).

The collection of this information will benefit 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; and
- supporting the work of the School Teachers' Review Body

If you require more information about how we and / or DfE store and use your personal data please visit: [Southwark Councils website](#)

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 team will hold information about you. Our system supplier can also see your personal data for the purposes of HR 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.

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

Our disclosures to third parties are lawful because one of the following reasons applies:

- The disclosure is necessary for the performance of your employment contract.
- The disclosure is necessary for the performance of a legal obligation to which Ark Schools is subject, for example our legal duty to safeguard pupils.
- The disclosure is necessary to protect the vital interests of others, i.e. protect pupils from harm.
- The disclosure is necessary for the performance of our education function which is a function in the public interest.

How long we keep your personal information

We only keep your information for as long as we need it or for as long as we are required by law to keep it. Full details are given in our Data Retention Schedule which can be found on the Staff Shared Area under Policies.

Your rights

You have the right to:

- Ask for access to your personal information. This is called a ‘subject access request.’
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

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.

More information about your rights is available in our data protection policy which you will find in the Staff Shared Area, Policies and Ark Wide Policies

If you want to use your rights, please contact: Tara Pope, your school’s data protection lead.

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner’s Office: Information

Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.