

Madeley Academy



Privacy Notices

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Privacy Notice (How we use student information)

Madeley Academy is the Data Controller for the use of personal data in this Privacy Notice.

As an Academy we collect a significant amount of information about our students. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

The categories of student information that we process include:

- personal identifiers and contacts (such as name, unique student number, contact details and address)
- student images for identification.
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
- assessment and attainment (such as key stage 1 and phonics results, post 16 courses enrolled for and any relevant results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
- payments for meals and trips
- attendance at non timetabled activities
- University/College applications and career choices
- Use of ICT at home (Such as availability and type)

This list is not exhaustive, to access the current list of categories of information we process please see: <https://www.madeleyacademy.com/page/Policies>

Our Legal Obligations - Why we collect and use student information

We must make sure that information we collect and use about students is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013, Article 6 and Article 9 of the GDPR.

The Department for Education and Local Authorities require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about students who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about students, either by agreement or because the law says we must share that information, for example school nurses may visit the Academy.

Counselling services, Careers services, occupational therapists are the type of people we will share information with, so long as we have consent or are required by law to do so.

We must keep up to date information about parents and carers for emergency contacts. The personal data collected is essential, for the Academy to fulfil their official functions and meet legal requirements.

We collect and use student information, for the following purposes:

- a) Fulfil our statutory obligations to safeguard and protect children and vulnerable people
- b) Enable targeted, personalised learning for students
- c) Manage behaviour and effective discipline
- d) Monitor our effectiveness
- e) Comply with our legal obligations to share data
- f) Support students to fulfil their potential
- g) Keep students, parents/carers informed about Academy events and news
- h) To support student learning
- i) To monitor and report on student attainment progress
- j) To provide appropriate pastoral care
- k) To assess the quality of our services
- l) To keep children safe (food allergies, or emergency contact details)
- m) To meet the statutory duties placed upon us by the Department for Education
- n) To support learning whilst at home or unavailable to attend the Academy.

Collecting student information

We collect student information via registration forms at the start of the school year or Common Transfer File (CTF) or secure file transfer from previous school.

Student data is essential for the Academy's operational use. Whilst the majority of student information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain student information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

Storing student data

We hold student 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 visit <https://www.madeleyacademy.com/page/Policies>

Who we share student information with

We routinely share student information with:

- schools
- local authorities
- youth support services (students aged 13+)
- the Department for Education (DfE)
- Thomas Telford Academy Trust (TTMAT)
- NHS

Why we regularly share student information

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

Youth support services

Students aged 13+

Once our students reach the age of 13, we also pass student information to our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers

A parent or guardian can object to any information in addition to their child's name, address and date of birth being passed to their local authority or provider of youth support services by informing us. This right is transferred to the child/student once they reach the age 16.

Data is securely transferred to the youth support service via secure email and is stored electronically and held in accordance with our retention policy.

Students aged 16+

We will also share certain information about students aged 16+ with our local authority and/or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- post-16 education and training providers
- youth support services
- Careers advisers

A child/student once they reach the age of 16 can object to only their name, address and date of birth is passed to their local authority or provider of youth support services by informing us.

Data is securely transferred to the youth support service via secure email and is stored electronically and held in accordance with our retention policy.

For more information about services for young people, please visit our local authority website.

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 students with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections, under:

School census:

Academies: regulation 5 of The Education (Information About Individual Students) (England) Regulations 2013.

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](#).

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

Local Authorities

We may be required to share information about our students with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels

Requesting access to your personal data

Under GDPR, parents/students have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact sdavies@madeleyacademy.com

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to 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:

sdavies@madeleyacademy.com

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on September 2021.

Contact

If you would like to discuss anything in this privacy notice, please contact:

imarshall@madeleyacademy.com

How the Government uses your data

The student data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school GCSE results or Student Progress measures)
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Student Database (NPD)

Much of the data about students in England goes on to be held in the National Student Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about students in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-student-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share students' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers

fluctuate slightly over time, DfE typically supplies data on around 600 students per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided student information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website:

<https://www.gov.uk/government/publications/dfе-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are 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 DfE: <https://www.gov.uk/contact-dfe>

Student Privacy Notice - Covid19 Addendum

Ownership of the Personal Data

To enable the Covid-19 testing to be completed at Madeley Academy, we need to process personal data, including the sharing of personal data where this is allowed under data protection legislation. Madeley Academy is the Data Controller for the data required for the management of tests and implementing local arrangements in the event of a positive test and undertaking any actions needed by school/college as part of the school/college's health (including public health), welfare and safeguarding role and obligations.

Personal data relating to tests for students is processed under article 6 (1) (e) of the UK GDPR (public task). This is based on the Madeley Academy's official authority for the conduct of the Madeley Academy [Section 175 of the Education Act 2002 and paragraph 3 of Schedule 1 to the Education Act 2002 for maintained schools **OR** paragraph 7 of the Schedule to the Education (Independent School Standards) Regulations 2014 for independent schools including Academy Schools and Alternative Provision Academies **OR** requirements pertaining to policies on health and welfare for 16-19 Academies; **OR** paragraphs 3 and 14 of the Schedule to the Non-Maintained Special Schools (England) Regulations 2015 applicable to Non-Maintained Special Schools **OR** section 19(2) – (4) and 33F(2)-(6) of the Further and Higher Education Act 1992 for Further Education Corporations and Sixth Form College Corporations] is/are also relevant.

We will process special category personal data under the provisions of article 9.2(i) of the UK GDPR, and Part 1 of Schedule 1(3) of DPA 2018 where it is in the public interest on Public Health Grounds to ensure we can minimise the spread of COVID in a timely manner and enable us to continue to deliver education services as safely and securely as possible. This data is processed under the obligations set out in Public Health legislation (Regulations 3(1) and (4) of the Health Service (Control of Patient Information) Regulations 2002 (COPI)) which allows the sharing of data for COVID related purposes and where it is carried out by a health care professional **OR** someone who owes an equivalent duty of confidentiality to that data.

Ownership of the Personal Data you share with DHSC

Every time you use a lateral flow test you must report the results. More details can be found here - [Report a COVID-19 test result - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/report-a-covid-19-test-result). The Department for Health and Social Care (DHSC) is the data controller for the information that you transfer to them about you and your test results. For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Madeley Academy remains the Data Controller for the data we retain about you for the management of tests and implementing local arrangements in the event of a positive test. You should read both this Privacy Notice and the DHSC COVID-19 Privacy Notice to understand how your personal data is used prior to taking a test.

Personal Data involved

The following personal data is processed by the Madeley Academy in relation to your test:

- Name
- Unique code assigned to each individual test and which will become the primary reference number for the tests
- Test result

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

How we store your personal information

Madeley Academy will maintain a test kit log which will record against your name details of the testing kit which has been provided to you. Madeley Academy may also record Personal Data about you in its internal COVID-19 test register (Madeley Academy's COVID-19 test register will not be shared with DHSC). This information will only be stored securely on locally managed systems with appropriate access controls in Madeley Academy and will only be accessible to personnel involved in the management of tests and implementing local arrangements in the event of a positive test.

Madeley Academy will retain its test kit log and COVID-19 test register for a period of twelve (12) months from the date of the last entries made by Madeley Academy into them.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

Processing of Personal Data Relating to Positive test results

We will use this information to enact our own COVID isolation and control processes without telling anyone who it is that has received the positive test.

For more information about what the DHSC do with your data please see their [COVID-19 Privacy Notice](#)

This information will be kept by Madeley Academy for a period of twelve (12) months and by the NHS for eight (8) years.

Processing of Personal Data Relating to Negative and Void test results

We will record a negative and void result for the purpose of stock controls of tests and general performance of the testing process.

Data Sharing Partners

The personal data associated with test results will be shared with:

- DHSC, NHS, PHE – to ensure that they can undertake the necessary Test and Trace activities and to conduct research and compile statistical information about Coronavirus
- Your GP – the NHS may share the information you provide with your GP to maintain your medical records and to offer support and guidance as necessary. Any data you provide to Madeley Academy will not be shared with your GP
- Local Government to undertake local public health duties and to record and analyse local spreads

Personal Data in the Academy's test kit log will be shared with DHSC to identify which test kit has been given to which individual in the event of a product recall. Madeley Academy will not share its internal COVID-19 test register with DHSC.

Your Rights

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at sdavies@madeleyacademy.com.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Staff Privacy Notice

The school workforce: those employed to teach, or otherwise engaged to work at a school July 2021

Privacy Notice School Workforce

This privacy notice explains how we collect, process and manage information for the school workforce. That includes employed members of staff, volunteers, including trustees and Governors, trainee teachers, apprentices and work experience/workplace placements.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, employee or teacher number, national insurance number)
- special categories of data including characteristics information such as gender, age, ethnic group
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- medical information
- other personal information
- references

We use and share information to comply with statutory, regulatory, practice and contractual obligations. These may include, but are not limited to:-

- improving the management of workforce data across the sector
- enabling development of a comprehensive picture of the workforce and how it is deployed
- pay salaries and pension contributions
- 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
- comply with guidance such as 'Working Together' and safeguarding obligations
- facilitating good governance
- internal reviews and quality monitoring
- CPD and staffing issues

If we are required to comply with other legal obligations not listed above we will share data only when it is lawful to do so.

The lawful basis on which we collect and process this information

We must make sure that information we collect and use about students is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual we must have a legal basis to do so.

The lawful basis for schools to collecting and processing information comes from a variety of sources, such as the Article 6 and Article 9 of the GDPR, the Safeguarding of Vulnerable Groups Act 2006. We also have obligations to organisations such as HMRC and the Department of Work and Pensions.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold school workforce data for in accordance with our HR and Retention Policy

Who we share this information with

We may share this information with organisations such as:

- the Department for Education (DfE)
- Safeguarding and protection for children and vulnerable adults
- Payroll services
- Legal Advisers
- Insurance providers
- HMRC
- Teacher Pension Scheme and the Local Government Pension Scheme
- Health professionals
- TTMAT
- Governors

Why we share school workforce information

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

Department for Education (DfE)

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding/expenditure and the assessment educational attainment.

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Student Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

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>.

The department may share information about Academy 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.

For more information about the department's data sharing process, please visit:
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Privacy Notice for Governors

Under data protection law, individuals have a right to be informed about how Thomas Telford Multi Academy Trust use any personal data that we hold about them.

Academy Governors and trustees provide a vital role within our setting. Governors/trustees provide us with personal data and on occasion we share personal data with Governors/trustees so that they can fulfil their obligations.

This privacy notice explains how we collect, store and use personal data about individuals who are Governors/trustees.

The personal data we hold

We process data relating to those we appoint, or otherwise engage as Governors/trustees, this may include processing data about current office holders, or retaining data about those individuals who are no longer in role. Personal data that we may collect, use, store and share (when appropriate) about you may include, but is not restricted to:

- Contact details and copies of identification documents, including names, addresses, telephone numbers, email addresses, passport and birth certificates, visa details and other contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Bank account details (for the payment of expenses)
- Appointment information, including copies of right to work documentation, references and other information included in a CV or covering letter or as part of the appointment process
- Qualifications and employment records, including work history, job titles, and professional memberships
- DBS Certificate number and date of issue, prohibition from teaching and management checks, disqualification from childcare declaration form
- Medical questionnaires and, where appropriate, information about an individual's health
- Records of attendance at Governing body and sub-committee meetings
- Records and outcomes of any disciplinary, complaints and/or grievance procedures or other performance issues
- Specimen signatures/signed mandates for delegated financial authority
- Photographs and videos of participation in the Academy's activities
- CCTV footage captured by the Academy's CCTV system

Special Category data

Some of the information we hold is what is classed as special category data. Special category data includes any information concerning racial or ethnic origin, political opinions, religious or philosophical beliefs, health, genetic or biometric data, and trade union membership. Where we need to process special category data we must fulfil an additional lawfully process, which is detailed over.

Why we use this data

The purpose of processing this data is to help us run Thomas Telford Multi Academy trust, including to:

- Enable Governors/trustees to be paid for any expenses they have incurred
- Enable appropriate organisational contact (for example, lists of Governors/trustees for both internal and external use, including publication on the Academy's website)
- Allow for delegated financial authority (for example, cheque signing, bank mandates, contract signing)
- Facilitate safe appointment of Governors/trustees, as part of our safeguarding obligations towards students
- Support effective assessment and monitoring of Governor/trustee performance
- Inform our appointment and retention policies
- Assist with management planning and forecasting, research and statistical analysis, including that imposed by law (such as diversity or gender pay gap analysis and taxation records)
- Arrange travel and accommodation for training courses, meetings, conferences, excursions, trips, visits and tours
- Provide access to and use of the Academy's IT systems and to monitor use thereof, in accordance with the Academy's Acceptable Use Policy
- Order goods and services, including appropriate insurance and professional advice for the Academy
- Maintain relationships with alumni and the Academy's community
- Meet the legal requirements of the Charity Commission and Companies House if necessary;
- Ensure security of the Academy site (for example, Governor passes, issue of access fobs) and including CCTV in accordance with the Academy's CCTV Policy

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:

- When you have given us consent to use it in a certain way
- To fulfil a contract we have entered into with you
- To comply with a legal obligation
- To carry out a task in the public interest

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

- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

To process special category data we need an additional lawful basis. We will process special category data most commonly where:

- We have your explicit consent
- The processing is necessary under social security or social protection law
- We are processing it in the vital interests of an individual
- We are providing health care or treatment under the responsibility of a health professional

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 you go about withdrawing consent 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 Academy's use of your data.

Where we are processing data on a legal or contractual basis, if you choose not to share this data with us, we may not be able to carry out our obligations under our contractual relationship with you, or engage you as a Governor.

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.

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 a personnel file for each Governor in paper copy and/or electronic form on the Academy's computer system. The information contained in this file is kept secure and is only used for purposes directly relevant to you holding the position of Governor.

Once your appointment as a Governor/trustee of the Academy/Trust has ended, we will retain this file and delete the information in it in accordance with our Retention of Records Policy, a copy of which is available by contacting the Data Protection Co-ordinator or the HR Manager at the Academy.

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 a number of organisations and agencies that may include (but is not limited to):

- All relevant local authorities – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Our regulator, the Independent Schools Inspectorate
- Suppliers and service providers – to enable them to provide the service we have contracted them for
- Central and local government
- Financial organisations, such as HMRC
- Our auditors
- Survey and research organisations, including Universities
- Police forces, courts, tribunals

Other Information

There is more information about how we manage, store and protect data in the Data Protection Policy on the website. This also includes details about how to access your data, how to contact the Information Commissioner or our Data Protection Officer if you have a query or concern about how data is being used or retained.

This notice is based on the Department for Education's model privacy notice for school Governors, amended to reflect the way we use data in this school/trust.

Privacy Notice – Job Applicants

Introduction

When applying for a position in the Academy, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.

You have a right to be informed about how our trust uses any personal data that we collect about you. This privacy notice, and our Data Protection Policy, explains our data usage when you apply for a job with us.

What information do we collect?

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address and contact details, including email address and telephone number
- Copies of right to work documentation
- References
- Evidence of qualifications
- Information about your current role, level of remuneration, including benefit entitlements
- Employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Whether or not you have a disability for which the Academy needs to make reasonable adjustments during the recruitment process
- Photographs and CCTV images captured in the Academy
- We may also collect, use, store and share (when appropriate) information about criminal convictions and offences
- We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data

Every school has statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

Why we use this data?

The Academy needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

The Academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Academy may also need to process data from job applicants to respond to and defend against legal claims.

The Academy may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Academy processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Academy is obliged to seek information about criminal convictions and offences. Where the Academy seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

How do we use the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The Academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the Academy, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures
- Where relevant and as required for some posts, the Teacher Regulation Authority checks

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 you would go about withdrawing consent if you wish to do so.

Automated Decision Making and Profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting this data

As an Academy, we have a legal obligation to safeguard and protect our students and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Academy during the recruitment process. However, if you do not provide the information, the Academy may not be able to process your application properly or at all.

Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

How we store this data

The Academy takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful. Successful applicants who secure a position then come within the employee/school workforce provisions.

Transferring data internationally

We do not share personal information internationally.

Your rights

You have a right to access and obtain a copy of your data on request. You can:

- require the Academy to change incorrect or incomplete data
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing

If you would like to exercise any of these rights, please contact the Academy office. If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner.

Complaints

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

Our Complaints Policy deals with the different stages of any complaint, and how this is managed within the Academy. You can also contact our Data Protection Officer or contact the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>
Call 0303 123 1113

Or write to:

Information Commissioner's Office
Wycliffe House
Water Lane
WILMSLOW
Cheshire
SK9 5AF

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. Our data protection officer is:

John Walker of J.A.Walker, Solicitor – info@jawalker.co.uk

However, our data protection lead has day-to-day responsibility for data protection issues in our Academy.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact sdavies@madeleyacademy.com