



Privacy Notice for Staff

Introduction

Under UK data protection law, individuals have the right to be informed about how their personal data is collected and used. This privacy notice explains how we collect, store, use and share personal data about individuals employed by, or otherwise engaged to work for, the school.

The Pyramid Schools Trust is the data controller for the purposes of UK data protection law.

Our Data Protection Officer is Charlotte Durrant.

The Personal Data We Hold

We process personal data relating to employees, contractors, volunteers and other individuals working in the school. This may include:

- Personal details, such as name, address, telephone number, email address, employee number or teacher reference number
- Emergency contact and next of kin details
- Personal characteristics, such as age, gender, ethnicity and nationality
- Employment details, including job title, start date, hours worked, salary, contract type and benefits
- Payroll, pension, tax and National Insurance information
- Bank account details
- Recruitment information, including application forms, CVs, references, qualifications, right to work documentation and interview notes
- Employment history, training records, professional memberships and appraisal information
- Attendance, sickness and leave records
- Disciplinary, grievance and capability records
- Photographs, CCTV footage and vehicle details
- Information about use of the school's IT systems and communications systems
- Declarations of interests and other pecuniary interests

Pyramid Schools Trust

Address: Harlington Upper School, Goswell End Road, Harlington LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org

Website: pyramidschoolstrust.org

We may also process special category personal data where necessary, including:

- Race or ethnicity
- Religious or philosophical beliefs
- Trade union membership
- Health and medical information, including sickness records
- Sexual orientation
- Political opinions
- Biometric data where relevant

Why We Use Workforce Information

We use workforce information to support the operation of the school and to meet our legal obligations. This includes to:

- Pay staff and administer payroll, pensions and benefits
- Support recruitment and safeguarding checks
- Manage performance, training and professional development
- Monitor equality, diversity and inclusion
- Carry out workforce planning and financial planning
- Manage absence, disciplinary and grievance matters
- Identify and manage conflicts of interest
- Operate biometric catering systems where applicable
- Promote the school through websites, prospectuses and social media, where appropriate consent has been obtained

Lawful Bases for Processing

Under UK GDPR, we rely on one or more of the following lawful bases when processing personal data:

- Article 6(1)(a) – consent
- Article 6(1)(b) – performance of a contract
- Article 6(1)(c) – compliance with a legal obligation
- Article 6(1)(d) – protection of vital interests
- Article 6(1)(e) – performance of a task carried out in the public interest
- Article 6(1)(f) – legitimate interests pursued by the school or a third party

When we process special category personal data, we rely on one or more conditions under Article 9 UK GDPR, including:

- Explicit consent
- Employment, social security and social protection obligations
- Protection of vital interests

- Establishment, exercise or defence of legal claims
- Reasons of substantial public interest
- Occupational health and medical purposes
- Public health purposes
- Archiving, research and statistical purposes

Where consent is relied upon, you have the right to withdraw it at any time.

Collecting Workforce Information

We collect workforce information during recruitment, onboarding and throughout employment. Some information must be provided by law or under the terms of your contract. Where information is optional, we will make this clear at the point of collection.

Storing Workforce Information

We keep personal data securely and only for as long as necessary in accordance with our retention schedule and Data Protection Policy.

Sharing Workforce Information

We do not share personal information with third parties unless the law allows or requires us to do so. Where necessary, we may share information with:

- Local authorities
- Government departments and agencies
- Ofsted
- Payroll, HR, pension, banking and IT service providers
- Auditors
- Trade unions and professional associations
- Health and social care organisations
- Police, courts and tribunals
- Recruitment agencies and professional bodies

We are required by law to share certain workforce information with local authorities and the Department for Education.

Your Rights

Under UK data protection law, you have the right to:

- Request access to the personal data we hold about you
- Request that inaccurate information is corrected
- Request that personal data is erased in certain circumstances
- Object to processing in certain circumstances
- Restrict how we use your data

- Withdraw consent where consent is the lawful basis for processing
- Complain to the Information Commissioner's Office

You can contact the Information Commissioner's Office through Information Commissioner's Office if you are unhappy with how we use your personal data.

Contact Us

If you have any questions about this privacy notice or how we use your personal data, please contact:

Charlotte Durrant

Email: dpo@pyramidschoolstrust.org

The Pyramid Schools Trust

Harlington Upper School, Goswell End Road, Harlington LU5 6NX

Telephone: 01525 755100

Email: contactus@pyramidschoolstrust.org