



# Privacy Notice for Staff

How we use staff information

## TPAT Policy Management

### Document history

| Review date | Version | Reviewer / owner | Executive approval | Approving body | Meeting date of policy approval |
|-------------|---------|------------------|--------------------|----------------|---------------------------------|
| 10/2024     | 1       | HGP              | 11/2024            | Trust Board    | 11/2024                         |
| 04/2026     | 2       | HGP              | 28/04/2026         | Trust Board    | 18/05/2026                      |
|             |         |                  |                    |                |                                 |

### Material changes since last publication

| Sections | Changes  |
|----------|--|
| 1.       | Addition of:<br>'audio recordings of meetings, which includes voice, transcript, video, and other relevant formats, in which staff may be identified by their voice, name, role, or comments made' |
| 2.       | 'support the accurate production of meeting minutes'   |
| 3.       | 'Staff will be informed when a meeting is being recorded by a verbal announcement at the start of the meeting. Voice recording access is restricted to   |

|    |   |
|----|---|
| 4. | <p>staff responsible for preparing the minutes, and not more widely, unless legally required'</p> <p>'Voice recordings are protected against unauthorised use, retained only until minutes are finalised and approved, and then are deleted securely. Staff have the right to request access to recordings in which they appear. Staff may raise concerns with the Data Protection Officer, <a href="mailto:dyert@theparkacademiestrust.com">dyert@theparkacademiestrust.com</a>'</p> |
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This privacy notice is reviewed every three years. The next review is due by May 2029.

### 1. The categories of school information that we process include:

- personal information (such as name, employee or teacher number, national insurance number, audio recordings of meetings, which includes voice, transcript, video, and other relevant formats, in which staff may be identified by their voice, name, role, or comments made)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant medical information
- address and contact information
- relevant information relating to statutory employment processes such as redundancy, TUPE and other employee relations matters
- CCTV

### 2. Why we collect and use this information

We use staff data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed
- support the accurate production of meeting minutes
- inform the development of recruitment and retention policies
- enable individuals to be paid

We process this information under Article 6 (1) (b) of the UK GDPR, the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, Article 6 (1) (e), the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller, and Article 9 (2)(b), the processing is necessary for the carrying out of obligations under employment, social security or social protection law, or a collective agreement.

### **3. Collecting the information**

We collect personal information via staff forms.

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 UK GDPR, we will inform you whether you are required to provide certain school staff information to us or if you have a choice in this.

Staff will be informed when a meeting is being recorded by a verbal announcement at the start of the meeting. Voice recording access is restricted to staff responsible for preparing the minutes, and not more widely, unless legally required.

### **4. Storing staff information**

We hold 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 [www.theparkacademiustrust.com](http://www.theparkacademiustrust.com). Voice recordings are protected against unauthorised use, retained only until minutes are finalised and approved, and then are deleted securely. Staff have the right to request access to recordings in which they appear. Staff may raise concerns with the Data Protection Officer, [dyert@theparkacademiustrust.com](mailto:dyert@theparkacademiustrust.com).

### **5. Who we share this information with**

We routinely share this information with:

- Our Local Authority (LA) (where applicable)
- The Department for Education (DfE)

## **6. Why we share staff information**

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

### **LA**

We are required to share information about our staff members with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

### **DfE**

We share personal data with the DfE on a statutory basis. This data sharing underpins staff policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment. The DfE collects personal data from educational settings and local authorities via various statutory data collections. 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.

We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

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 the How government uses your data section.

## **7. Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact [askHR@theparkacademiestrust.com](mailto:askHR@theparkacademiestrust.com).

You also have the right to:

- ask us for access to information about you that we hold
- have your personal data rectified, if it is inaccurate or incomplete

- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict our processing of your personal data (ie permitting its storage but no further processing)
- object to direct marketing (including profiling) and processing for the purposes of scientific / historical research and statistics
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the [Information Commissioner's Office](#).

For further information on how to request access to personal information held centrally by the DfE, please see the How government uses your data section of this notice.

## **8. 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 the Data Protection Officer.

## **9. Contact**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, The Park Academies Trust, [dyert@theparkacademiestrust.com](mailto:dyert@theparkacademiestrust.com).

## **10. How government uses your data**

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

- informs the DfE policy on pay and the monitoring of the effectiveness and diversity of the school staff
- links to school funding and expenditure
- supports longer term research and monitoring of educational policy

## **11. Data collection requirements**

To find out more about the data collection requirements placed on us by the DfE including the data that we share with them go to <https://www.gov.uk/education/datacollection-and-censuses-for-schools>.

The DfE may share information about school 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 DfE 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 the 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 staff 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.

## **12. How to find out what personal information the DfE hold about you**

Under the terms of the [Data Protection Act 2018](#), you are entitled to ask the DfE:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they are 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 DfE, you should make a subject access request.

Further information on how to do this can be found within the DfE's personal information charter:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-informationcharter>

To contact the DfE <https://www.gov.uk/contact-dfe>