

1. Who Will Own My Data Once I Submit It?

1.1. Weaver Trust.

2. Why Do You Need My Information?

2.1 We process personal data relating to those we employ in order to administer payroll, pensions, training and appraisal, monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of Weaver Trust.

2.2 The categories of information that we collect, hold and share include:

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information).

3. What Allows You to Use My Information?

3.1 We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

3.2 The submission of Weaver Trust workforce census returns, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections 113 and 114 of the Education Act 2005. This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

3.3 Under the Regulation of Investigatory Powers Act 2000, Computer Misuse Act 1990 and The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, we also have the right to monitor the use of computer and telephone facilities for purposes such as preventing and detecting criminal acts, investigating unauthorised use, making sure that policies are being followed and for training and quality control.

4. Who Will My Information Be Shared With?

4.1 We are required, by law, to pass on some of this personal data to:

- Our local authority
- Edsential
- ParentPay
- the Department for Education (DfE).

For more information about the department's data sharing process, please visit the [Department of Education's website](#):

5. Do I Have To Provide This Information And What Will Happen If I Don't?

5.1 When employed by Weaver Trust, your information is required in order to fulfil your contractual obligations.

6. How Long Will You Keep This Data For And Why?

6.1 We hold your data until the termination of your employment + 6 years, in line with our Data Retention Policy.

7. How Will My Information Be Stored?

7.1 Your information will be stored in the secure Arbor system. Your personnel file is stored in a locked cabinet. This is only accessible to authorised staff for work purposes.

8. What Rights Do I Have When It Comes to My Data?

8.1 Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you.

8.2 To make a request for your personal information, contact Phil Atkinson, phil.atkinson@weavertrust.org

8.3 You also have the right to:

- 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.

9. Who Can I Complain to If I Am Unhappy About How My Data Is Used?

9.1 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.

9.2 Please contact: Phil Atkinson, phil.atkinson@weavertrust.org Tel: 01606 74784

9.3 If you prefer, you may contact Weaver Trust's Independent Data Protection Officer direct at:

- Philip Crilly,
Impero
Seventh Floor, East West,
Tollhouse Hill,
Nottingham,
NG1 5FS

9.4 You also have the right to complain to the Information Commissioner’s Office using the following details:

- [Information Commissioner's Office \(ICO\) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Telephone: 08456 30 60 60 or 01625 54 57 45’s

10. Will This Information Be Used to Take Automated Decisions About Me?

10.1 No.

11. Will My Data Be Transferred Abroad and Why?

11.1 No.

13. Glossary - Explaining the language around data protection Term

<u>Term</u>	<u>Description</u>	<u>Example</u>
Data subject	The person that the data relates to.	John Smith the pupil. Jane Smith the teacher.
Data item	A single piece of information about a data subject.	“Ethnicity = white British” “Attendance = 97%”
Data item group	A group of data items that are typically captured about the same activity or business process in school. These are also sometimes called data elements or data scope within the data community/sharing agreements schools have with suppliers.	Behaviour management, or catering.
System	A piece of software, computer package or manually managed asset that supports the administration of one or more areas of school life.	Capita SIMS, ParentPay, MyMaths.
System group	An umbrella term to describe the areas of school administration where systems that contain personal level data typically reside.	Core MIS, payments, curriculum tools.
Personal data	Information relating to a natural identifiable person, whether directly or indirectly	John Smith was born on 01/01/1990. The head teacher’s salary is £60,000.
Special Category Data	These are highly sensitive pieces of information about people. They are important because under UKGDPR they are afforded extra protection in terms of the reasons you need to have to access and process that information.	Tightly defined as data relating to racial or ethnic origin, political opinions, religious or philosophical beliefs, health,

	In education, it would also be best practice to treat things like FSM, SEN, and CIN/CLA status as special category data.	trade-union membership, and health or sex life. Data relating to criminal offences is also afforded similar special protection.
(Data) Controller	The organisation who (either alone or in common with other people) determine the purpose for which, and the manner in which data are processed.	A school is often the data controller, sometimes a joint controller with the LA or DfE.
(Data) Processor	A person or organisation who process data on behalf of and on the orders of a controller.	A catering supplier Weaver Trust uses.
Data audit/data asset register	The assessment of data and its quality, for a specific purpose. Other terms you might hear are data map or information asset log. In this context, we simply want the list of personal data assets that we hold, from which we can go on to place further important information alongside.	
Lawful basis and conditions for processing	These are the specific reasons, set out in law, for which you can process personal data. There is one list for personal data (lawful basis article 6) and another list for processing special category data (article 9).	“The processing is necessary for administering justice, or for exercising statutory or governmental functions.” Read the full list.
Data breach	A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.	Sending a list of pupil names, attainment marks and dates of births to the wrong school.
Automated decision making/profiling	This is when machines/software apply rules to data and determine something about someone based on purely applying those rules. Typically it is the significance of the decision which drives the caution and concern here. Read further information.	“Anyone recorded as attendance >99% will get a voucher for X”