



Non-directly employed staff Privacy Notice

What is this document and why should you read it?

We are the Greater Manchester Education Trust. We work with many adults in school who help us to deliver our educational services every day, but are not directly employed by us, these include Agency workers, Supply staff, Casual Workers, Contractors, Trainees, Mentors, Careers Advisors, Health Professionals and Suppliers.

As part of your work in one of our schools, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that we obtain from other sources including your employer (for example a recruitment agency), a partner organisation such as a University or a charitable organisation and references. We might also need to continue to hold an individual's personal data for a period of time after leaving.

Anything that we do with an individual's personal data is known as "processing". This document sets out what personal data we will gather and hold about individuals who work with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

The Trust is the Data Controller for the personal data that we process about you, this means that we are responsible for and make decisions on how your data is processed.

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

- personal information (such as name, date of birth, teacher number, photograph, biometric fingerprint)
- contact details such as address, email addresses, telephone numbers, car details
- 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), and training undertaken
- DBS details (date, reference number, notes)
- references, CVs, and details of an individual's employment history if collected as part of a bidding or tendering process.
- safe workplace / contractor details including qualifications, experience, and certifications.
- bank details, financial information, and insurance details if you are a sole trader.
- any other personal data necessary to fulfil the terms of a contract we have with you.
- special category personal data including characteristics information (such as gender, racial or ethnic origin, physical and/or mental health, criminal/other court information)
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Why we collect and use this information

We use school workforce data to:

- comply with the school's safeguarding policies and procedures
- enable individuals to be paid
- enable the development of a comprehensive picture of the workforce and how it is



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- deployed
- inform the development of recruitment and retention policies
- to comply with legal obligations e.g. school workforce census

The lawful basis on which we process this information

Under the General Data Protection Regulation (UK-GDPR), the school rely on one or more of lawful bases below for processing your personal data:

- We have a legal obligation to record visitor data for various reasons including security checks and to comply with Health & Safety and Fire Regulations
- We have entered into a working relationship with you as a supplier / contractor and therefore need certain data to fulfil our contractual obligations with you.
- It is necessary to process your data in the interest of the public for safety and security purposes.
- We need the data to protect the vital interests of you or someone else within the school community. For example, should a situation arise where you need urgent medical care or become incapacitated whilst on site, we have an obligation to share details such as your name with emergency services.

We are also required by law to treat certain categories of personal data with even more care than usual. These are called special categories of personal data and different lawful basis apply to them.

Processing of your special category data is:

- where you give explicit consent to the processing
- it is necessary for preventative or occupational medicine, for the assessment of the working capacity of the employee us to comply with legal obligations
- it is necessary for reasons of substantial public interest
- it is necessary for data collection purposes (Departmental Censuses) is the Education Act 1996 – this information can be found in the guide documents on the following website <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Where our processing of your personal data is based on your consent, you have the right to withdraw your consent at any time by contacting your school office. If you decide to withdraw consent, we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on – in which case we will let you know.

Storing this information

We hold school workforce data for the duration of your employment with the school, plus for 7 years after the date of leaving. We may need to keep some basic information indefinitely such as full name, date of birth, address (at the time of your employment), dates of employment and position. We store your data electronically and/or in paper format.



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Our 'Data Protection Policy' provides full details on our approach to information security and the measures we have implemented to keep your data protected.

Who we share this information with.

We do not routinely share information about visitors or suppliers with any third party without 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 non-directly employed staff with:

- our Local Authority - Manchester City Council (MCC)
- the Department for Education (DfE)
- our payroll and DBS providers (MCC)
- pension providers (Greater Manchester Pension Fund/Teachers Pension Scheme)
- Other organisations where your information may be shared with, include: Edenred (employee benefits such as Childcare vouchers),
- health services (NHS/occupational health/medical assessment),
- auditors,
- educators and examining bodies,
- regulators such as Ofsted,
- security agencies,
- police, courts and tribunals
- future employer(s) in the form of a reference
- some third-party software if it is needed to fulfil your role such as access to online teaching resources if you are working with classes

Your rights in relation to your information

You can ask to see the information we hold about you. If you wish to do this you should contact the headteachers PA in the first instance. (Contact details are on the school website)

You also have the right to:

- Object to what we are doing with your information (but remember that some of the things that we do have to be done by law)
- Have inaccurate or incomplete information about you amended • Ask us to stop doing certain things with your information in some cases
- Make a claim against the school in certain circumstances where you have suffered as a result of the school breaching your data protection rights

If you feel it necessary to do any of the above, you can speak with the headteacher's PA who will arrange a meeting with you. The school does not have to meet all of your requests but we will let you know where we are unable to do so.

Concerns

If you are concerned about how we are using your personal data then you can arrange to speak to somebody in school about it. Please contact the headteachers PA who will arrange an appointment with the school business manager or the Trust Data Controller: Mrs C Wragg (cwragg@gmetrust.org)

If the matter is not resolved in school and you wish to pursue concerns further please contact our Data Protection Officer: Danielle Eadie, Data Protection Consultant, RADCaT Ltd, Registered Office: The Business Centre, Unit 2, 263 Woodhouse Lane, Wigan, WN6



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7NR. Email: danielle.eadie@radcat.co.uk

If there you still have concerns, you can contact the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or online at <https://ico.org.uk/concerns/>.