



Workforce Privacy Policy

Document Control Information

Workforce Privacy Policy, Issue 2 – August 2017

Review Period

Every 2 years

Review Committee

Trustees

Revision History

Author	Summary of changes	Issue	Date Authorised
R Righini	New policy extracted section from data protection policy	1	31 st August 2017

Authorisation

Approved By:	This policy was approved by the Trustees
Date Approved:	31st August 2017
Date of Next review:	31st August 2019
Document Owner & Reviewer:	The senior manager responsible for this policy is the Operations Director

Equality Impact

Statement	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the Equality Act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p>
Screening	<p>This document has been screened by the Equality Team and the impact has been assessed as:</p> <ul style="list-style-type: none"><input type="checkbox"/> Not applicable<input type="checkbox"/> Low<input type="checkbox"/> Medium<input type="checkbox"/> High

1. Purpose

- 1.1. This policy explains what personal information New Bridge Multi Academy Trust (MAT) collects about the workforce and how we use it. Please read it carefully.

2. Scope of Policy

- 2.1. This policy applies to all workforce members and details what we do with their personal information collected and maintained by the New Bridge MAT.

3. Reason for Review

- 3.1. This policy was reviewed as part of a MAT policy audit. The review also acknowledges the significant changes that will take place in May 2018 for all schools.

4. Aim(s)

- 4.1. We aim for all staff to have an informed knowledge of the ways in which the MAT uses and processes data and for them to be able to make their own informed judgements through knowing their rights, where applicable.

5. Procedures and practice

5.1. General

- 5.1.1. We, The New Bridge MAT, are the Data Controller for the purposes of the Data Protection Act.
- 5.1.2. Personal data is held by the MAT about those employed or otherwise engaged to work within the MAT. This is to assist with smooth running and/or enable individuals to be paid. The collection of this information will benefit both national and local users by:
 - 5.1.2.1. improving the management of school workforce data across the sector;
 - 5.1.2.2. enabling a comprehensive picture of the workforce and how it is deployed to be built up;
 - 5.1.2.3. informing the development of recruitment and retention policies
 - 5.1.2.4. allowing better financial modelling and planning;
 - 5.1.2.5. enabling ethnicity and disability monitoring; and
 - 5.1.2.6. supporting the work of the School Teachers' Review Body
- 5.1.3. This personal data includes some or all of the following - identifiers such as name and National Insurance Number and characteristics such as ethnic group, employment contract and remuneration details, qualifications and absence information.
- 5.1.4. ***We will not give information about you to anyone outside the MAT or Local Authority (LA) without your consent unless the law and our rules allow us to.***
- 5.1.5. We are required by law to pass on some of this data to
 - 5.1.5.1. the LA
 - 5.1.5.2. the Department for Education (DfE)

5.1.6. If you require more information about how the LA and/or DfE store and use this data please go to the following websites: www.oldham.gov.uk and <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

5.1.7. If you are unable to access these websites, please contact the administration office and we will endeavour to assist in any way we can.

6. Sources and references

- 6.1. Data Protection Act 1998
- 6.2. Equality Act 2010

7. Other useful documents

- 7.1. Subject Access Request Policy
- 7.2. Freedom of Information Policy
- 7.3. Privacy Notice Policy
- 7.4. Equality Policy
- 7.5. Publication Scheme
- 7.6. Complaints Policy

8. Monitoring

- 8.1. This policy will be monitored through the MAT's accountability framework.