

## Privacy Notice for Staff and Volunteers

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

We, WMG Academy for Young Engineers, are the 'data controller' for the purposes of data protection law. Our data protection officer is School DPO Services, Warwickshire Legal Services (see 'Contact us' below).

### The personal data we hold

We hold some personal information about you to make sure that we comply with our safeguarding duties and for employment, payroll and tax purposes. For the same reasons, we get information about you from some other places too – like other schools, the local council and the government.

This information includes:

- Your contact details
- Your attendance records
- Your characteristics, like your ethnic background or any special educational needs
- Any medical conditions you have
- Photographs
- CCTV images
- Bank account details
- Contract information, like your start date, end date, job title and FTE
- Qualification level and professional body memberships, including TRN (teacher reference number).

We may also hold data about you that we have received from other organisations, including other schools, local authorities and the Department for Education. In some cases, this may be in the form of references provided by referees with your consent.

### Why we use this data

We use this data to help run the school, including to:

- Get in touch with you or your emergency contacts when necessary
- Look after your wellbeing
- Develop a comprehensive picture of the workforce and how it is deployed
- Monitor diversity and inclusion within the workforce
- Enable employees to be paid
- Ensure that our operation policies and procedures are appropriate.

### Our legal basis for using this data

We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law
- We need to use it to carry out a task in the public interest (in order to provide learners with an education)

Sometimes, we may also use your personal information where:

- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest).

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent.

Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data. The lists above are illustrative and not exhaustive.

### **Collecting this information**

While in most cases you must provide the personal information which we need to collect and your continued employment is conditional on this basis; however, there are some occasions when you can choose whether or not to provide the data.

We will always tell you if it's optional. If you must provide the data, we will explain what might happen if you don't and why you must provide it; for example, where it is required as part of a DBS or other safeguarding check as required by law.

### **How we store this data**

We will keep personal information about you while you are employed at our school. We may also keep it after you have left the school, where we are required to by law.

We have a records management policy which sets out how long we must keep information about pupils, parents, staff and volunteers.

### **Data sharing**

We do not share personal information about you with anyone outside the school without permission from you, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals.

## Your rights regarding personal data

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Data Protection Training**

All employees will undergo mandatory data protection training when they commence employment and at regular intervals during their employment.

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

School DPO Service  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

Tel: 01926 412 859 Email: [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk)

**Louise Green / Graham Jacklin**  
**Data Protection Leads**  
**September 2024.**